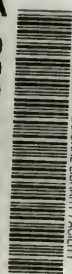


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BRIEF SYSTEM
OF SHORTHAND
GEO. E. DOUGHERTY



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A COMPLETE MANUAL

OF THE

Brief System of Shorthand

Arranged for Self-Instruction and for Schools.

GEO. E. DOUGHERTY, Author.

TOPEKA, KANSAS,

1895.

UNIV. OF CALIFORNIA

AT LOS ANGELES

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PREFACE.

None but those who have had experience in this line can appreciate the amount of work and care required to prepare a Shorthand text book. The author himself did not realize what a task it was when he commenced it. A considerable portion of the time during the past eight months he has devoted to the preparation of this volume. Even after the matter had been definitely arranged, the work of preparing the copy for the engravers and printers, and of the revising necessary in order to insure accuracy, was so great that in some cases several days time was spent upon a single page. All of the Shorthand plates have been read and re-read carefully a number of times, but in spite of the great pains taken to avoid errors, it will not be surprising if some have still been overlooked.

It was expected that this book would be ready for delivery by March 1st, and to the many whose advance orders we have had since that time, and before, we desire to offer an apology. We have regretted the delay more than any one else could, but under all the circumstances it has been unavoidable.

It was first intended to issue the first half of the book earlier, as Part One, the complete volume to be issued as soon thereafter as possible. We believe that all will approve of our final decision to issue only one book, and make that cover the whole ground, although smaller in size

than originally planned. Supplemental Shorthand reading exercises, which we had intended to include in the book, will be published in our monthly journal, *Shorthand for Everybody*, which will be found of great value to every student, and none the less so to advanced writers, of the Brief System.

Most of the sentences and longer selections contained in the Shorthand pages of this book have been borrowed from various sources, being selected with reference to the Shorthand outlines they afford. In many cases it is not practicable to give definite credit, and in this general way we desire to acknowledge our indebtedness for such selections.

Topeka, July 1st, 1895.

INTRODUCTION.

The author, when a schoolboy of twelve, first became interested in Shorthand, and at that time amused himself and boy friends by preparing a system, using a character for each of the ordinary alphabetic characters, and spelling according to the ordinary orthography. In after years he came in contact with various systems of "the winged art," making more or less a study of them. It was not, however, until after the preparatory training of twelve years experience in journalism that he set out with the definite object of becoming a practical stenographer. Taking up the Graham system, he at the same time made a general study of Shorthand, adopted Benn Pitman modifications, later changed to the Pernin, seeing very readily the wonderful advantages presented in its simplicity and its connective vowel feature. In learning Pernin, however, he made many modifications of his own, in the direction of simplicity and brevity, so that the system as he wrote it in actual work was not the Pernin as its author writes it.

One morning, between regular dictations, he jotted down an alphabet—without any special pains or previous thought, except in regard to the letter S, with which he headed the list; it was done, too, without really a thought of starting a new system, until the surprising results of experiments with the alphabet thus obtained revealed its possibilities. *Only four changes have ever been made from this original alphabet*, and the most exhaustive and careful experimenting has only the more fully proven its merit.

In 1891 the author dropped the Pernin entirely and has used his own system exclusively ever since. Early in 1892 he had his production copyrighted under its present name.

Later in the year he issued what was intended as the manual of the system; but he was not satisfied with its arrangement, and only a few copies were sold. In 1893 the Chart, containing all the principles of the system, was issued. The author did some teaching by individual instruction, but aside from this did scarcely anything to introduce the system until the beginning of 1894, when, in order to accommodate the number who desired to take up the study of this system—having learned of it from those who had studied it—he started an evening class. By May 1st of that year the venture had so developed that he was obliged to resign his stenographic position and start a day school. Since that time he has devoted his entire attention to the school and the introduction of his system. His success has indeed been gratifying, and the merits of the system abundantly proven in the work of his pupils.

This text book is the outgrowth of the Author's experience in teaching the system. Continually on the lookout for new ideas, it is not surprising that he has arranged this book upon an entirely different plan from that first designed. And it is confidently believed that the student of the volume will readily appreciate its admirable arrangement for the attainment of the best results in the most satisfactory manner.

There are systems and systems of Shorthand; there are also "standard" systems, standard for the same reason that locomotion by horse power is "standard"—because they have been used for years and years. But as steam and electricity are superseding horse power, so surely must improved methods of Shorthand supersede these "standard," but behind-the-times, systems. Of late years a number of systems intended to meet the popular demand have been invented. Most of them have excellent features, but nearly all retain the most objectionable feature of the old systems—the use of certain positions, above, on or below the line, to indicate certain sounds. We are not foolish enough to follow the example of some old-system authors

and advocates, and claim that Shorthand is now *perfected*, in *our* System. But we do claim that the Brief System possesses at least a number of features essential to the production of the ideal system.

The ideal system must be based on the use of a distinct, single stroke, connectible character for each and every sound, vowel as well as consonant; so that outlines may be written absolutely without reference to position, as in longhand. Several systems—the most notable of which in this country is the Pernin—are so constructed. But the alphabetic characters in these systems are such as to make awkward joinings. The alphabet of the Brief System is so arranged that the characters combine much more smoothly, are more easily written, and afford a great saving in the number of angles and strokes, so that the outlines are much briefer, while they possess a degree of legibility equal to that of any other system.

Then, too, the ideal system must approach as nearly as possible in simplicity to that of longhand. The fact that eight pages of this text book are sufficient to present all the principles, wordsigns, etc., so fully explained as to answer almost every question which might arise in the mind of any student, will suffice to show that the Brief System possesses this requirement in a remarkable degree. Moreover, we believe that principles (1) to (11), or even (1) to (9), with a part of (10), would be ample to give a perfectly practicable degree of speed in writing, although the length of outlines would be greater, of course, than by the use of all the principles.

Each of the ordinary longhand characters requires from three to seven strokes. If each letter could be written with one stroke, the outlines would be probably five times as brief, even with the ordinary orthography. Omitting all the silent letters, the outlines would be still further reduced in length. Now, the Brief System of Shorthand has a distinct, connectible and one-stroke character for each and every essential sound, vowel as well as consonant. Thus,

the Brief alphabet alone—affording equally as great a degree of simplicity as that of longhand—gives five times as brief outlines as longhand. The succeeding principles of the system are to secure still greater brevity of outline.

If it be asked why so many principles are used, when we believe them to be unnecessary, we say: The idea that the efficiency of a Shorthand system is in proportion to the brevity of its outlines, had such a hold upon the minds of the people generally, including the profession, that we were obliged to produce *brief outlines*, first of all, in order to even gain attention; the overcoming of prejudices and erroneous ideas to be done afterwards, by degrees. The fact is, however, that what is requisite for easy, rapid writing is not nearly so much the shortening of the written outlines, as it is the reducing to a minimum the mental effort required in writing—the transferring of the work, as far as possible, from the brain to the hand—and this can be done only by simplifying the system.

Our experience in teaching has demonstrated that the best way to learn Shorthand is to first familiarize one's self with the characters by *reading* them in words. Accordingly we have so arranged the Shorthand reading exercises as to introduce the alphabetic characters and succeeding principles of the system gradually and easily. The complete key to the Shorthand matter, in the last part of the book, will enable the pupil to prove his work, making sure that he is right, so far as the exercises contained in the book are concerned. With the chapter of "Suggestions to Students," the eight pages of principles, so fully explained, the fifty-seven pages of Shorthand reading exercises and the key to the same, we are confident that the pupil, either with or without instruction, will find this book admirably adapted to his needs.

SUGGESTIONS TO STUDENTS.

(1) All the principles, as presented on pages 17 to 24, are numbered, and the explanatory notes lettered, in parentheses, and reference to them is thus made in other parts of the book.

(2) First read carefully the Introduction and Principles (1), (2) and (3), with the explanatory notes thereon, found on pages 17 to 19, inclusive. Then turn to the Shorthand Exercises on page 25 and read same, referring to the alphabetic characters as may be necessary. For the sake of proving your work, you may refer to the Key on page 82. Read the first two pages of Shorthand several times before going to the next one, and so on with the following pages.

(3) Refer frequently to the principles, so as to make sure that you fully understand everything as you proceed.

(4) Be careful not to memorize outlines as arbitrary outlines for words; but, in reading, notice the characters which compose a word, thus learning to readily recognize the alphabetic characters, and as readily think of the sounds represented by them. In most systems the outlines are required to be memorized. With the Brief System the student is merely drilled in representing the sounds by certain signs, and in combining these signs in the formation of words; this is the chief reason for the simplicity of this system.

(5) At first confine your writing practice to the separate alphabetic characters. Write one character carefully many times, endeavoring to make the strokes uniform in size and shape. Then take another letter in the same way. Do all the practice of this kind possible. The more read-

ily you can write letters alone, the more readily you will write them in words.

(6) When you have familiarized yourself with the Shorthand characters and their use in words, by reading and re-reading the Shorthand exercises to and including page 48 until you can read them as readily as longhand, take pages 37 to 48, one at a time, copying the Shorthand several times, carefully. Next, turn to the key of the same and write without referring to the Shorthand matter. After writing the exercises of each page in this way, compare carefully with the engraved outlines of the same, making the necessary corrections in your notes. Write these pages a number of times from the key, comparing each time. Then read and write pages 49 to 54, inclusive, in the same manner as before; after which take pages 55 to 62 inclusive in the same way. Next, take pages 63 to 65 inclusive; do not leave these until you can read and write the words contained therein with readiness and accuracy. The story on pages 67 to 69 inclusive contains examples of every principle in the system, as well as all the wordsigns, and this should be taken as before directed, and written at least one hundred times. The business letters and other matter contained in the succeeding pages should be handled in the same manner.

(7) The beginner, as a rule, more readily distinguishes the alphabetic characters if written large; hence in the eight pages of principles and the first twenty-four pages of Shorthand exercises, the characters are larger than they should ordinarily be written.

(8) Characters should not be written larger than shown in the Shorthand exercises on pages 49 to 81. Small outlines, closely written, afford much greater speed than large, scattered notes.

(9) Use a pencil in learning, rather than a pen. The best pencils we have found are the Rockwell & Rupel, (Chicago), No. 2, and the "Stenographer SM," made by Dixon Crucible Co., Jersey City, N. J., which may be pro-

cured from most dealers. The former is hexagonal in shape, while the latter is round. Persons who are inclined to write heavy lines will find No. 1 of the first named pencil, and the "M" grade of the "Stenographer," better adapted to their use. These pencils are made of tougher lead than ordinary pencils, and are much better adapted to Shorthand work.

(10) Do not sharpen a pencil to a point. Cut off the wood, leaving the lead intact. A little practice will enable you to make just as fine lines as with a point, by turning the pencil around occasionally, to get a new edge. The advantages of this plan are several: The pencil will last several times as long; no bother of point breaking off; makes shading easier; requires much less frequent sharpening; no soiling of fingers in sharpening.

(11) Ease of writing depends much upon the writing materials—the kind of paper as well as pencil. Paper with a somewhat rough surface is better for pencil.

(12) Use ruled paper in beginning to write. Make all half length strokes the same *height*, and all full length characters the same *height*, above the line you are writing on. This will help you make the strokes the right proportionate size and shape. Lines are no more necessary to write on, however, in the Brief System than in longhand.

(13) Note the diagram on page 17, showing the proportionate sizes and shapes of characters. We have practice paper for learners, specially ruled in squares, as indicated by dotted lines in that diagram. This special paper is of great advantage in learning to write the characters correctly. The paper is put up in fifteen and twenty-five cent books, which are sent postpaid at these prices.

(14) If you are in the habit of pressing heavily on the pencil in writing, break yourself of the habit. You can write much more easily by holding the pencil lightly.

(15) In writing, do not try to remember how you wrote a word before. Learn instead to readily recognize the sounds of words, and as readily think of the characters for

those sounds. The more readily you can do this, the greater will be your speed in writing.

(16) Do not raise the pencil in the middle of words, and do not hesitate between strokes that are joined, but write them with a continuous motion of the pencil. Carefully avoid these habits. In learning, if compelled to hesitate in the middle of a word, keep the pencil on the paper until the complete outline is formed.

(17) While learning, either Shorthand or typewriting, do not entertain a thought of speed. Lose sight of everything but *accuracy*. Do not be influenced by what others may say to you about speed. Many a person, because of his anxiety to "get speed," forms habits of carelessness in writing which greatly handicap him in his future work. Too much emphasis cannot be placed upon the importance of observing accuracy while learning to write. Never mind speed—it will surely come if you do enough of careful, accurate practice; and the speed obtained in this way will not be at the expense of legibility, as is so often the case otherwise. Remember, speed in writing, without ability to read what you write, is worth nothing.

(18) Make it a strict rule to read everything you write, every time you write it. This will give you a necessary familiarity with your notes, and will enable you to note incorrect outlines, and thereafter avoid them. Rewrite incorrect outlines until thoroughly learned.

(19) As stated in principle (15), on page 23, there is great advantage in judicious phrasing or combining of words in writing. In the Brief System, phrasing is, with the exception of a few arbitrary but self-suggestive phrases, merely the joining of words, without changing their form, just as if words were combined in longhand. Therefore it is not necessary to memorize phrase signs as in systems using vowel position. But a word of caution is necessary. Most students, when beginning to phrase, go to such extremes that they have difficulty in reading their notes. First, avoid awkward joinings; phrase only where outlines

combine smoothly. Second, avoid phrases which run too far above or below the line; the farther from the line, the more time required to get back to it for the next word. Third, avoid joining words which are not grouped together naturally in speaking. Thus, do not write "tell me-to go," but "tell-me to-go." Some can not phrase safely to the extent that others can. Proceed cautiously; commence with a few of the common words; increase your list of phrases gradually, according to your ability to read them. Avoid all phrases which do not prove easy for you to write and read. The phrases on page 66 are not arbitrary, but merely suggestive. All of them may be used with advantage, provided you can learn to use them without hesitation. Nothing is gained by phrasing when outlines can not be made without hesitation between words.

(20) Some persons may go farther in the way of contracting outlines than others, because of their greater familiarity with phonetic spelling, and their more extended knowledge of language. Do not adopt any outlines which make your notes more difficult for you to read. Legibility is the first consideration; and it is possible to make the writing, with the Brief System, every bit as legible as long-hand.

(21) In learning on the typewriter, make it a rule not to erase. Do not get in the habit of depending upon correcting your mistakes. Get in the habit of *not making* mistakes. If you will adhere to the rule to entirely rewrite a page upon which you have made an error, it will help you wonderfully to form the habit of accuracy.

(22) It is necessary to have a good knowledge of language and of business terms and methods generally, in order to become a thoroughly competent stenographer. Read general literature, magazines of the day, etc. Keep a note book always with you; in it make a memorandum of every word you find, with the spelling or meaning of which you are not familiar; and at your first opportunity study it up in dictionary or cyclopedia. If entering upon the

duties of your first position as stenographer, make every effort to familiarize yourself with the vocabulary used by your employer. Going through old letter copy books, in the way above suggested, will enable you to quickly make yourself much more useful to your employer.

(23) One must be a good speller in order to become a really proficient stenographer. If you are deficient in spelling, make that branch a special study. One of the best helps obtainable is the *Teachers' Edition* of Stickney's "Word by Word," published by Ginn & Co., Chicago. This book is admirably adapted to the use of those desiring to combine a study of spelling with that of Shorthand. Considerable reading matter is given, to illustrate the meaning of words in the accompanying spelling lessons; and the lists of words, as well as choice selections from the best authors, afford excellent Shorthand practice, the classification making them all the more suitable for such purpose. We have used the book in our Shorthand classes; and our experience warrants us in thus recommending it.

(24) A knowledge of punctuation, composition and grammatical construction is an essential to the best work as a stenographer. Treatises upon these subjects may be found in ordinary school books, and it is not deemed necessary or advisable to attempt to treat them in this work.

(25) Read as many Shorthand journals as you can, giving preference, of course, to that which represents the system you write. *Shorthand for Everybody* is the journal of the Brief System, and its aim is "to encourage a more general use of Shorthand by introducing up-to-date methods." It publishes much that will be helpful to all students and writers of the system.

(26) Train yourself to remember what you hear; this can be done by practice; in listening to a speaker, repeat after him, mentally, all he says, beginning with a few words at a time, and gradually increasing the number. The ability to remember twenty-five to thirty words, after they have been spoken, will wonderfully increase your speed in

reporting, by giving you such confidence that you will not easily become frustrated, and by enabling you to catch up with a speaker during pauses, when he gets ahead of you.

(27) After the student has mastered the principles of the system, and the exercises contained in this book, he will find a book of business letters and forms a great help in further practice. By far the best dictation book we have found is "Brown's Business Correspondence and Manual of Dictation," published by the Excelsior Publishing House, New York. It contains a very large selection of business letters and legal forms of all kinds, literary selections, chapters on punctuation, proper forms in letter writing, abbreviations, an extensive spelling list, hints to students in Shorthand and Typewriting, and much else of value, making in all a volume of 350 pages.

(28) Write all notes for reference in Shorthand. Once form the habit of doing this, and it will enable you to save much that you would otherwise lose, and you can make memoranda in so much less space, and so much more quickly. Besides, it will give you confidence in writing, and familiarity with your notes. You will be surprised, too, to see how much use you can make of Shorthand in this way.

(29) There is great advantage in several studying together. Different persons have their special difficulty at different points, and therefore they can help one another. Then, too, such study incites interest and emulation.

(30) There is great advantage in reading others' notes. It gives one even greater familiarity with Shorthand writing to read the notes of various other writers than to confine his reading to his own writing, and he will read his own notes better for such practice. Besides, it may be worth something to him sometime to be able to read readily the writing of others. Exchange books frequently with fellow students, and read much from their notes. Also correspond with persons as far along with the study as you are. If possible, read actual work of writers of the system.

(31) Learn to turn the leaves of your note book without loss of time in writing. This can be done by holding the leaf with the thumb and fore finger of the left hand, moving it up gradually as you write, and turning instantly when the bottom of the page is reached.

(32) In writing, make all angles distinct. Where it is necessary to make angles, it is easier to make them as sharp as possible, and they will also be more legible when so written. There is a tendency on the part of students to round off all corners, and in this way outlines are often made quite different in shape from what they should be, thus tending to illegibility.

(33) Writing on narrow pages, or in narrow columns, will help to make small, closely written outlines; and as the hand will remain more nearly in the same position than in writing across a wide page, the writing will be done more easily.

(34) After practicing on the exercises contained in this book until you can write them at the rate of one hundred words per minute, you may take up outside matter. Select an article or letter; write it in Shorthand carefully; read it over, noticing mistakes; write it again carefully a few times; then have some one read it to you a number of times, a little faster each time, until you can write it at the rate of one hundred words a minute. Then take another selection in the same way. When you can average one hundred words a minute on *new* matter, try reporting speeches. In doing this, be sure to take *full sentences*—not merely parts of sentences, a jumbled mass of words making no sense. Let all you write be in such shape that it can be easily read. By persistently following this plan, keeping ever in mind the importance of thoroughness and accuracy, you will succeed.

THE PRINCIPLES.

(1) THE ALPHABET.

• ā as in Ate, Aid, Eight, Say, Bey.	⌈ J as in Jew, Genius, Wage, Suggest.
◦ ă as in At, Had, Am.	⌈ Ch as in Choose, Which.
ē as in Erie, Eat, Eel, Feed, Receive, Yet, Yacht.	⌈ K as in King, Cat, Chasm, Pick, Plaque.
⌋ ě as in Edit, Men, Any.	⌈ L as in Law, Well.
/ ī as in Ida, Bite, Fight, Lie, Try, Sleight.	⌈ M as in Mow, Him, Programme, Hammer.
⌋ ĭ as in It, Dim, Merry.	⌈ N as in No, Know, When, Pneumonia, Gnat.
○ ō as in Old, Own, Owe, Beau, Oh, Hoe, Mow, Though.	⌈ NG as in Song, Wrong, Angry, Language.
⌋ ŏ as in Hot, Dog, Folly.	⌈ P as in Plt, Prop, Asp.
○ aw as in Awl, All, Aught, Ought, Raw.	⌈ R as in Row, Roar, Her.
◊ ū as in Use, Cube, Ewe, You, Mew.	⌈ S as in So, Cease, Rice, Is, Zeal, Asthma, Psyche.
⌋ ŭ as in Up, Mud, Other.	⌈ Sh as in Shadow, Pshaw, Ash, Leisure, Azure.
B as in But, Hub.	⌈ T as in Tell, Phthisic, Let, Quartette.
⌋ D as in Do, Would.	⌈ V as in Very, Have.
⌋ F as in For, Fife, Philosophy, Tariff, Rough.	⌈ W as in Win, Why.
/ G as in Good, Big, Intrigue.	⌈ oo as in Ooze, Food, Book, Do, Rude, Assume.
• H as in Hat, Whole.	⌈ X as in Ax, Extra.

The following shows their proportionate size and shape :



(a) With the exception of the dots and circles, there are two sizes of alphabetic characters, called "half length" and "full length" characters, the latter being *twice as high* as the former. All half lengths are the same *height*, and all full lengths are the same *height*, though the actual length of some strokes is greater than that of others of the same height, on account of their greater slant or curve.

(b) Short "a" is as small a circle as can be plainly written; short "o" is the same size as the half length strokes; and long "o" is enough larger to be readily distinguished.

(c) The circles and long "u" are written down *towards the right*, commencing at the top.

(d) Long "a" dot is written with the same movement of the pencil as in writing a circle.

(e) Long "a" dot is always joined to other characters, except in the words "a" and "hay;" "H" dot is never joined

(f) H may generally be omitted.

(g) Long "u," where combined with other letters, is written in the most convenient position.

(h) T, R, K and N are the only alphabetic characters written *upwards*.

(i) Up strokes *slant more* than down strokes of similar shape.


(j) S and Sh are small half circles; S may be written as a hook, in any position to avoid angles, but when just as convenient is written open to the *right* (C). Sh is written *down* and open to the *left* (D).


(k) Long "e" is often used for short "i," when more convenient.




(l) Long "e" is used for the sound of Y in "yet," "yacht," etc.

(m) S is used for soft sound of C, and K for the hard sound.

(n) Kw is used for sound of "qu."

(o) Long "e" may be indicated, where more convenient, by beginning the following stroke back from the end of the stroke which precedes "e." Called "Retrace ē." Thus:  team.

(p) Long "i" may be indicated, where more convenient, by beginning the following stroke *beyond* the end of the stroke which precedes "i," and writing so that it touches the end of the preceding sign. Called "Retrace ī." Thus:  time.

(q) Diphthongs: ō-ōō () for ow, as in cow, house, Aw-ī () or aw-ē ()—as more convenient—for oi, as in oil, boy.









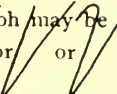
2) COMBINING.

Alphabetic characters are combined in the simplest possible manner to form words, being written and joined in their regular order, and in the most convenient way, only actual sounds being written. The same sounds are always written in the same way, regardless of ordinary spelling. Thus, the sounds of "o" in old, "oa" in oar, "oo" in door, "eau" in beau, "oe" in foe, and "ough" in though, are all exactly the same, and are all written long "o" in Shorthand.

(r) For the sake of convenience and neatness resulting from uniformity of outline, let the first stroke of a word or phrase, as a rule, *rest on the line*.

(s) As far as possible write all strokes so that the motion of the pencil will be continually *towards the right*.

(3) PUNCTUATION MARKS.

Period  or . Interrogation point:  or as in longhand. Dash  or underscore, wave line:  Semicolon, as in longhand, or may be indicated by leaving extra space between words. Other marks as in longhand. End of paragraph may be indicated by an additional long period:  or  ; proper name by two dots () under word. 

(4) VOWELS OMITTED.

Short e, i, u, and similar sounds are usually omitted *in the middle* of words.

(5) DOUBLING.

Doubling the length of a stroke adds T or D to the letter lengthened.

(6) TREBLING.

Trebling the length of a letter adds L.

(t) Except in a few familiar words, the half length strokes—W excepted—are not lengthened.

(u) A double length down stroke at the beginning of a word should rest on the line, same as a single length; treble length down strokes should begin at same height as double lengths, and run *through* the line.

(7) SHADING.

Shading a character adds R, in which case the R always *follows all the other letters* contained in the shaded stroke.

(v) Any character, except a dot, may be shaded; but the stroke R should be used where more convenient.

(8) NUMERALS.

Ordinary figures are used for numerals, except for the word "one" where it occurs alone. First, second, twentieth, etc., are indicated by writing a horizontal line under the figure: 1 2 20.

(9) ABBREVIATIONS.

Use ordinary abbreviations, such as: Mr., R. R.,
Mo., ; amt., ; abt., ; Sept., .

(10) WORDSIGNS.

A wordsign is an alphabetic character, or combination of alphabetic characters, not a complete word, which is used arbitrarily for a certain word. Many of the following list are so self-suggestive that they need scarcely be regarded as wordsigns.

Any, (Just, (Receipt, (
As, o	Knowledge, (Receive, (
At, o	Little, (Regard, (
Advantage, 2	Like, (Reply, (
All, O	Look, (Request, (
Among,)	Long, (Satisfy, (
Arrange, o	Me,	Satisfaction, (
Been,	Money, (Satisfactory, (
By,	More, (Short,)
Change, (Most, (So, C
Deal, (Must, (Soon, -
Do, (No, (Sure, O
Ever,)	Not, (Thank, (
Examine, (Of, O	That, (
For, (Part, O	The, (
From, (People, (Them, (
Go, /	Present, (Think, (
Gone, /	Principal, (To, (
Great, /	Quite, (Up, (
Gentle, (Very, (
General, (Was, (
Have, (What, O
If, (Which, (
Immediate, (Yesterday, (
Is, (


(11) VOWEL COMBINATIONS.

- ⌒ ēn, as in Men. Written down.
- ⌒ īn, as in Win. Written down.
- ⌒ im, as in Dim. Written down.
- ⌒ ĕm, as in Them. Written down.
- ⌒ ūn, as in Dun. Written down.
- ⌒ ōn, as in John. Written down.
- ⌒ ān, as in Man. Written up.
- ⌒ ōm, as in Bomb. Written up.
- ⌒ ūm, as in Dumb. Written up.
- ⌒ īm, as in Time. Written up.

(12) FINAL VOWEL COMBINATIONS.


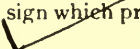
At the ends of words • (ā) may be used for the sound of ām, as in claim; o (ǎ) for ān, as in pain; l (ē) for ēn, as in clean; / (ī) for īn, as in fine; O (ō) for ōn, as in loan; O (aw) for awn, as in dawn; / (ū) for ūn, as in June; — (oo) for ōom, as in assume; and O (ō-oo) for oun, as in down.



(13) "ING" POSITION.

"Ing" may be indicated by *beginning* the sign which follows "ing" directly under and close to the *end* of the sign which precedes "ing." Doing what: 

(w) When more convenient, a dot may be written in the "ing" position. At the end of a sentence write punctuation mark in position.

(14) "CAN" POSITION.

The syllable "can" may be indicated by writing the sign which follows "can" *through* the sign which precedes "can." I can do:  Mercantile: 

(x) When more convenient, a short stroke may be used instead of the preceding or following sign. At the end of a sentence the punctuation mark may be written in the "can" position. Candy:  We can. 

(15) PHRASING.













Judicious combining of words in writing is advantageous, as the raising of the pencil from the paper between two words is practically the same as writing one stroke on paper.

(y) As a rule only such words as are grouped together naturally in speaking should be combined in writing.

(z) Owing to the completeness of outlines in the Brief System of Shorthand, letters, syllables and even words may often be omitted, the sense of the sentence supplying the omission.

(A) The repetition of a word to form a familiar phrase, such as "from time to time," may be indicated by writing the word which follows the phrase, or a dot, if more convenient, *above* and close to the *end* of the word which is repeated.

(B) In phrases long "i" may be used for the word my, short "a" for have; "aw" for how; "īm" for "time" or "I am;" "ūm" for "some;" "āt" for "that;" "ān" for "than;" —the last three not to be used at the beginning of phrases.

(C) Arbitrary phrase signs: Dear Sir: ; My dear Sir: ; Yours truly: ; Yours very truly: ; Dear Madam: ; Yours respectfully: ; by return mail: ; by early mail: ; by an early mail: ; is it: ; was it: ; in the meantime: 

(D) "Ing" position may be used for the syllable "thing."

(E) One curved stroke under a group of proper names may take the place of two dots under each word.

(F) "Un" may be used for "hundred," "ous" for "thousand," "mil" for "million."

(G) T and D may generally be omitted after M and N, at end of words.

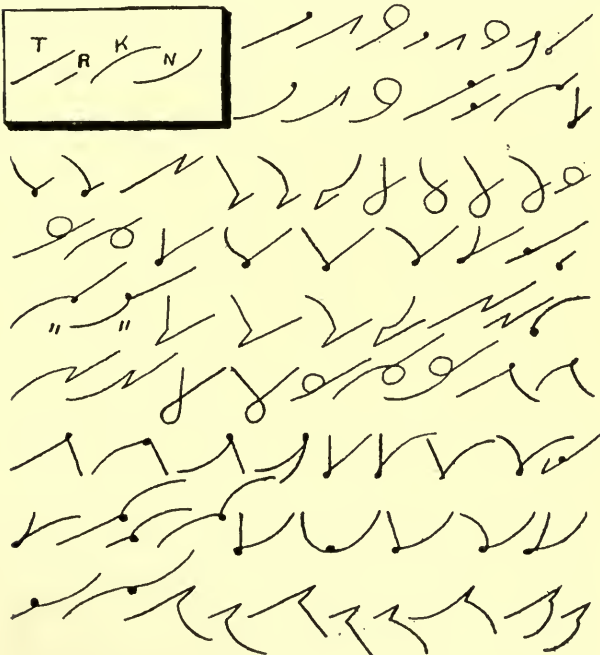
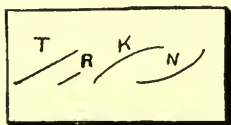
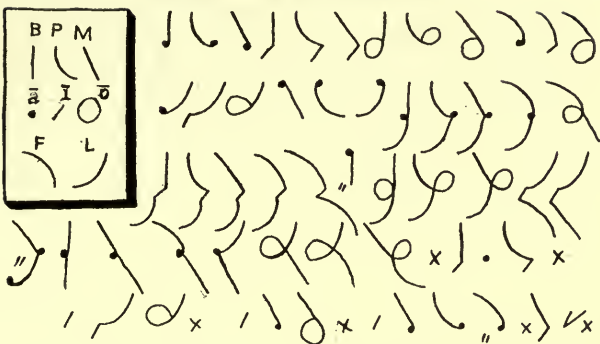
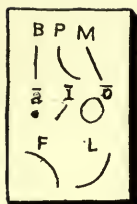
(16) PREFIXES.

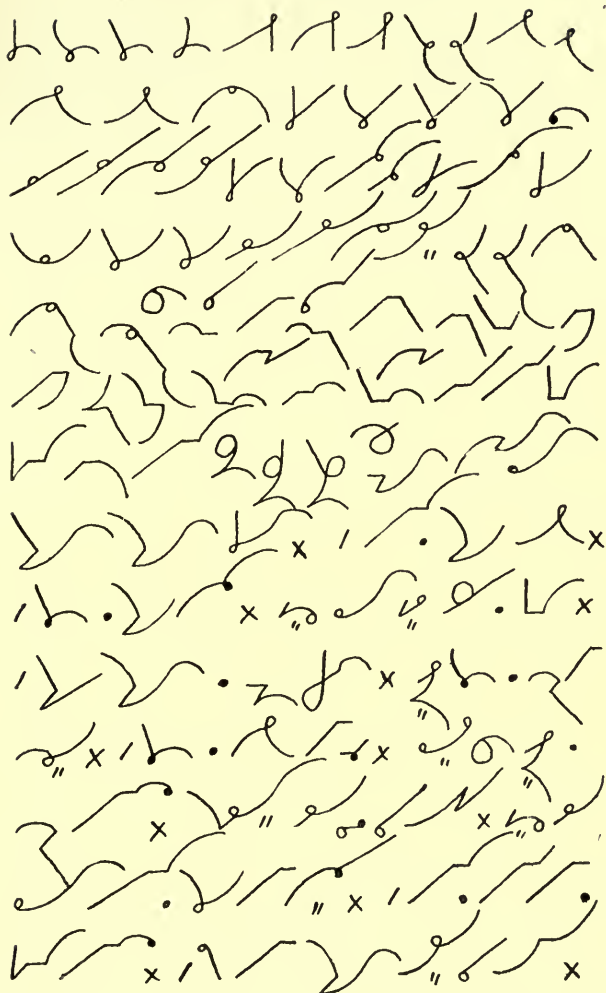
Com, con, coun, cog, " \ "—following sign *beginning* just below and in line with prefix. Command: \ / Con-
 dition: \ / Counsel: \ / Cognizant: \ /
 Contra, contri, contro, counter, " \ "—written same as
 "Con," but twice as long. Contradict: \ / Con-
 trive: \ / Control: \ / Counteract: \ /
 Pro, por, pru, " / "—following sign *beginning* just below
 and in line with prefix. Propose: \ / Porter: \ /
 Prudent: \ /
 Impro, impor, impru, " ("—combination "im" in "pro"
 position. Important: \ /
 Col, " ^ "—above and *at left of beginning* of following
 sign. Collect: \ /
 Cor, " ^ "—above and *at right of beginning* of following
 sign. Correct: \ /
 Trans, " — "—following sign beginning *under middle* of
 prefix. Transfer: \ /
 Pre, " \ "—"Pr" joined to following sign. Prepare: \ /
 Inter, intri, " ^ "—double length N joined to following
 sign. Interest: \ / Intricate: \ /
 Under, " \ "—combination "un" joined to following sign.
 Understand: \ /

(17) AFFIXES.

Shun, ashun, " > "—Sh, joined. Vision: } Gre-
 cian: } Constellation: \ /
 Ly, ingly, " / "—Short i, joined. Only: } Will-
 ingly: }
 Graph, " / "—G, joined. Telegraph: \ /
 Tive, ative, " \ "—V, joined. Motive: \ / Relative: \ /
 Ward, " — "—WD, joined. Forward: \ /
 Ty, " | "—Long e, joined. Party: \ / Vicinity: \ /
 Ment, " \ "—M, joined. Payment: \ /

READING EXERCISES.





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1'0 0'.. .. v'v'z'9'e 9
 2.
 7'7'.6'.
 f'.
 v'k'
 7'~ o'v'0'. l'/? 7'~ /'2
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 9' ~ x ~ o'0'. h' f'/?
 ~ o'v' f'9'/?

 v'. l' k' o'0'/? /' /'
 /'
 f'.
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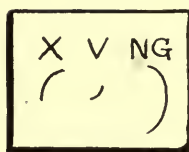
01

Retrace ē:

Retrace ī:

S Sh
C 3

Handwritten musical notation on a single staff, consisting of a series of rhythmic marks and symbols, including vertical strokes, slanted lines, and various symbols like 'x' and 'o'.



1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

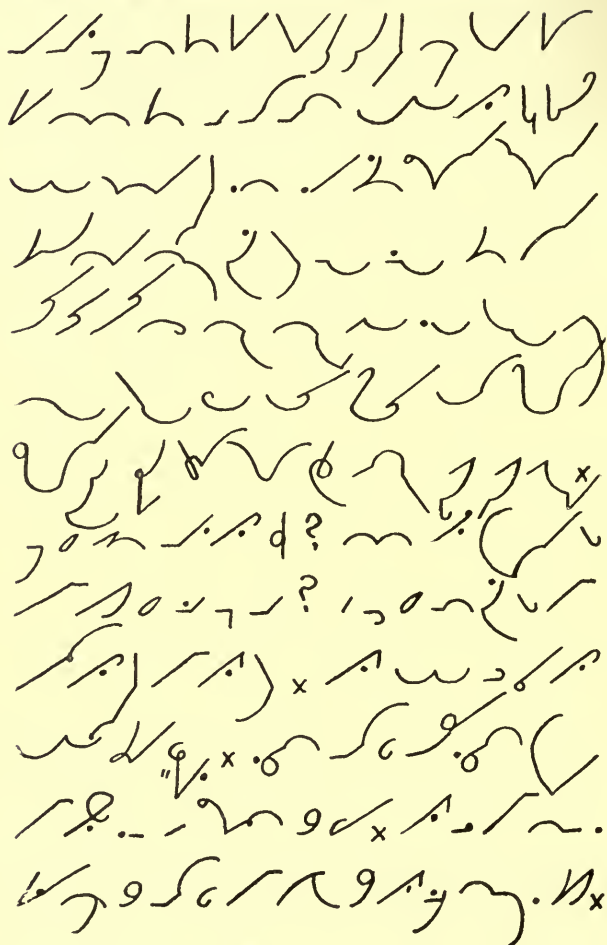
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ě ě ů

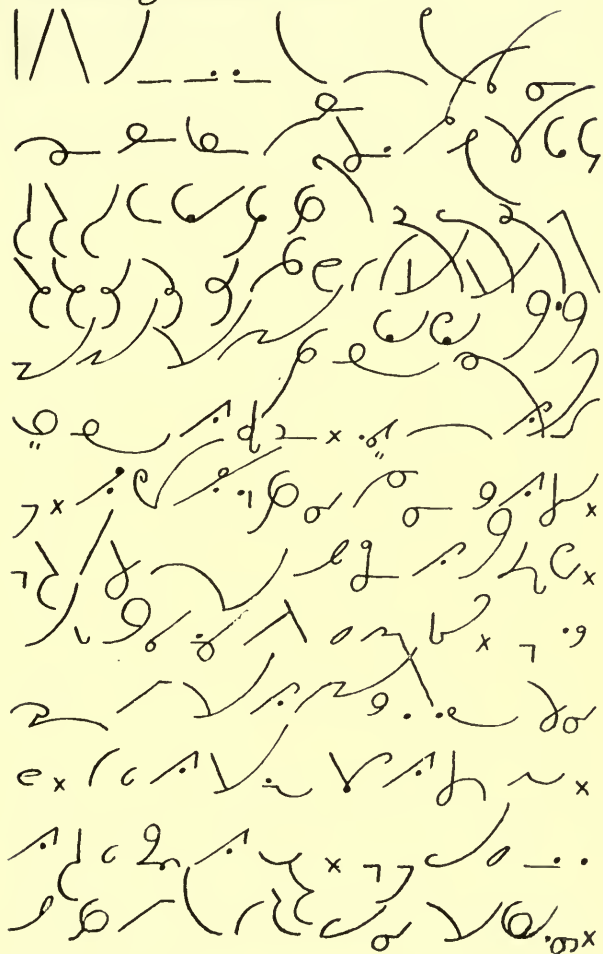
Handwritten cursive script, likely a form of shorthand or a specific dialect, covering the majority of the page.

Handwritten musical notation on a single staff, featuring various rhythmic values (quarter, eighth, and sixteenth notes) and rests, with some notes marked with 'x'.

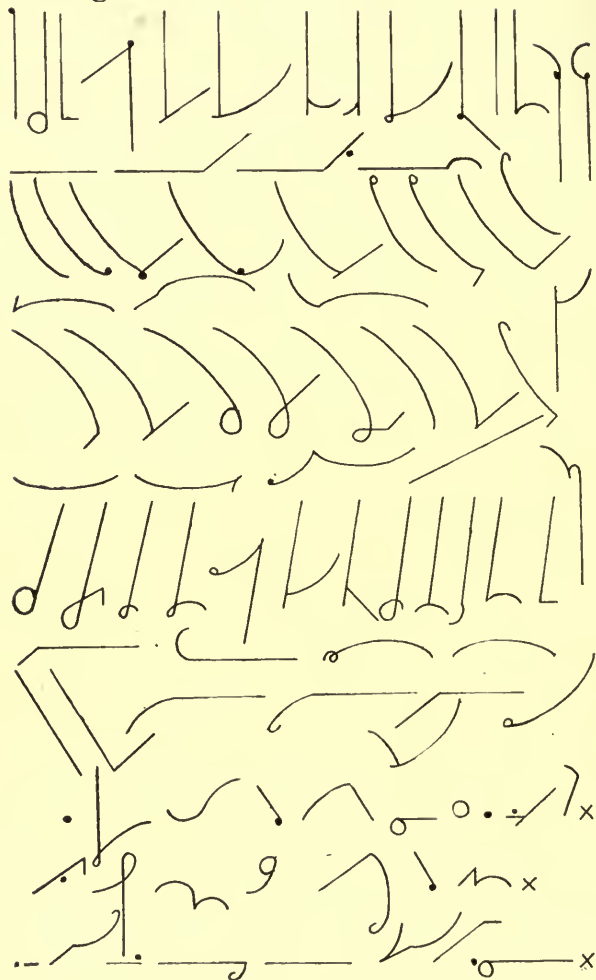
ë, ï, ũ omitted in middle of words.



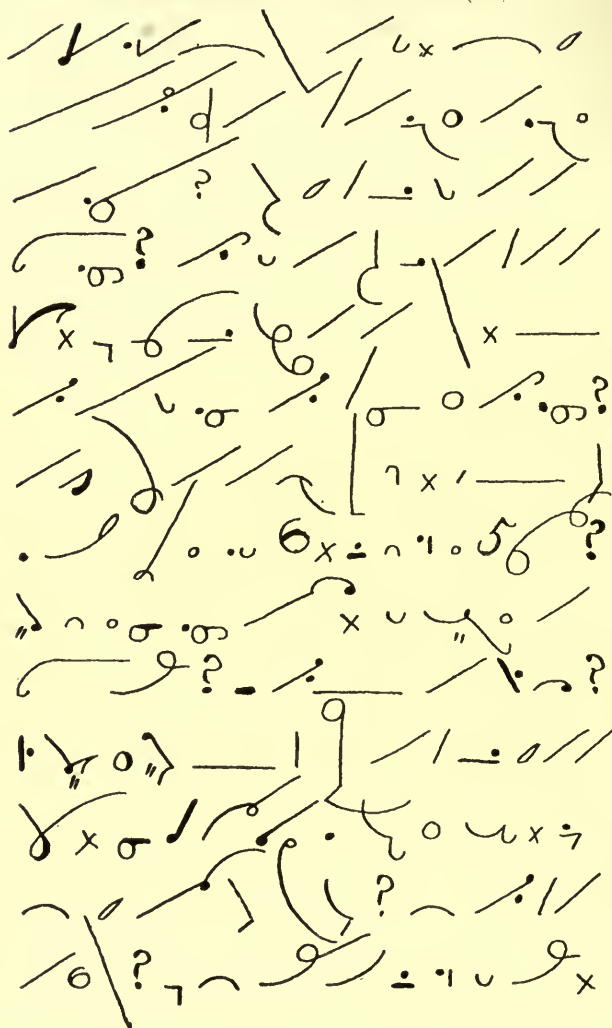
Doubling adds T or D.

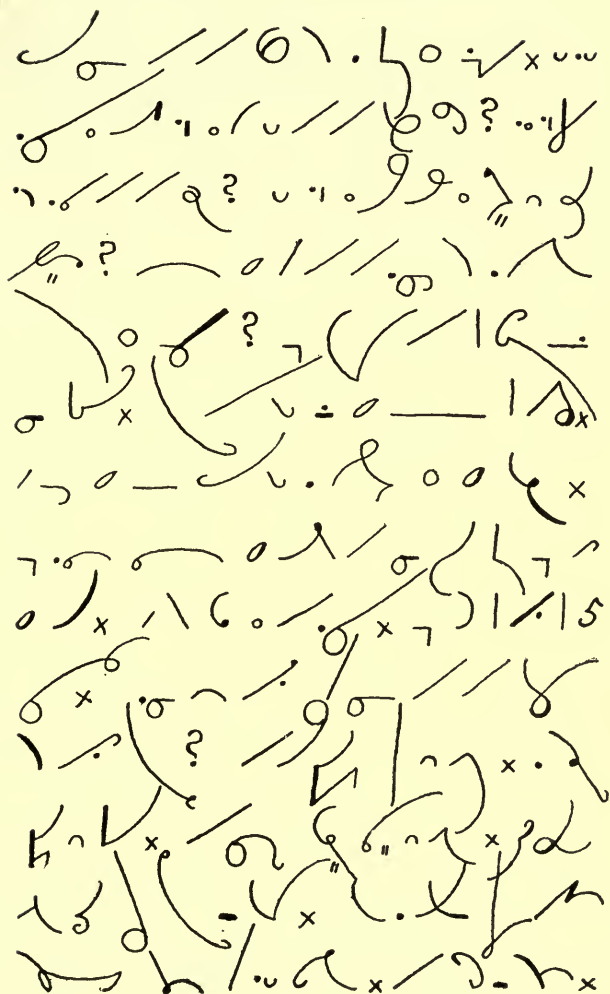


Trebling adds L.

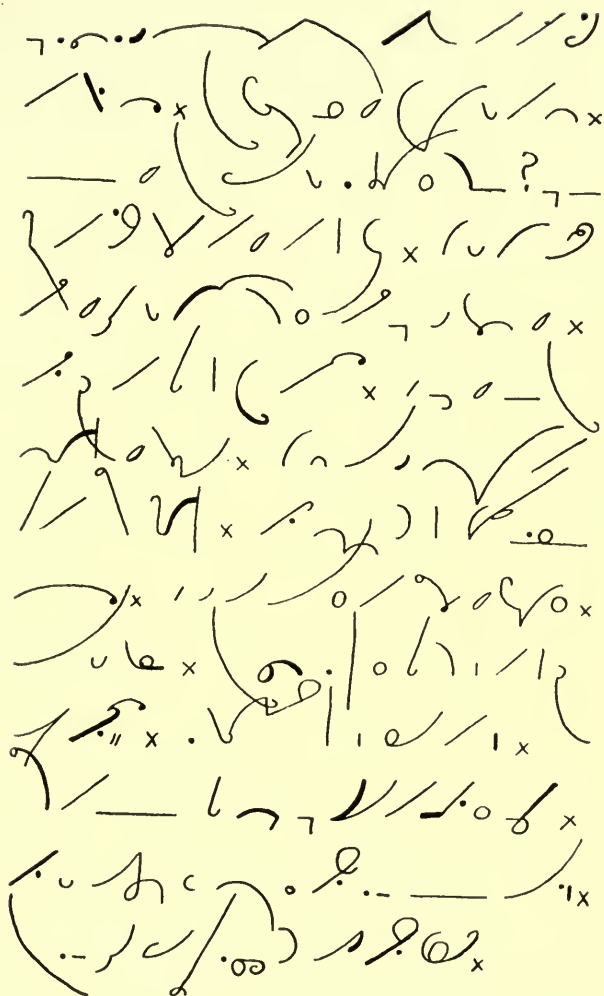


INTRODUCING PRINCIPLE (10).





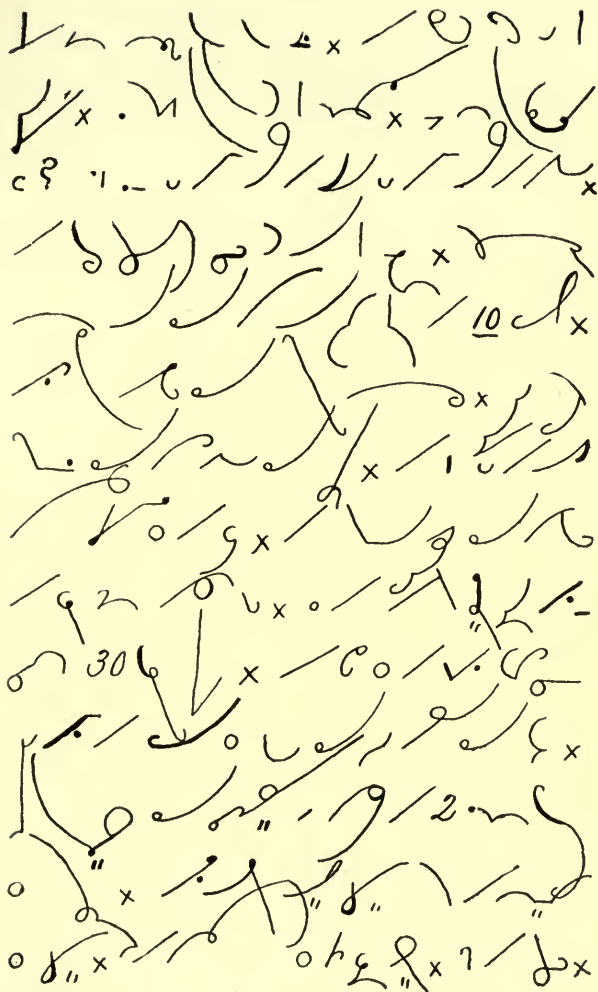
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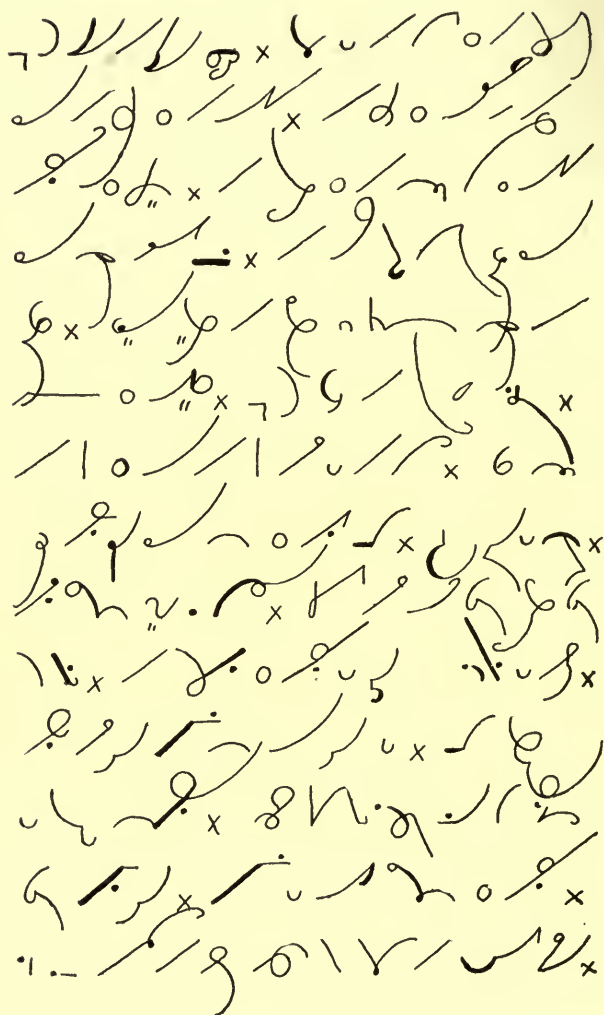


A single staff of handwritten musical notation. The notation is dense and includes various note values (quarter, eighth, sixteenth notes), rests, and accidentals (sharps, flats, naturals). The handwriting is fluid and somewhat stylized, typical of a composer's sketch. The staff is a single horizontal line with a central clef-like symbol at the beginning. The notes are written in a dark ink on a light-colored paper.

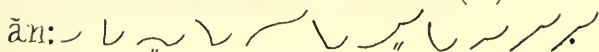
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) x / / o / z / e / o / l /
 { o / o / o / o / x / -
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 / f . w . l . i - / a / g x / i /
 u / a / . (s) y / l /
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 - / (o / l / x / i / e / f / ?

✓ — — — — — x o o o u
 — — — — — x 1 — — — — —
 a x o u — — — — —
 y o (x) — — — — —
 — — — — — x — — — — —
 l u u u x r / / / / /
 — — — — — x u
 o o / / / / / x
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 x — — — — — x
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 (— — — — — x / / / / / x





INTRODUCING PRINCIPLE (II).

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or
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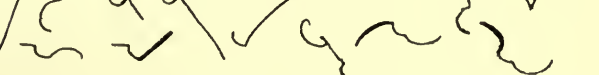





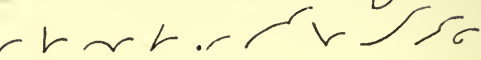


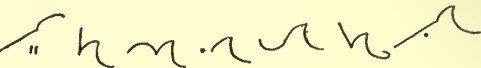


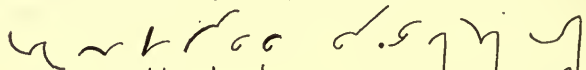


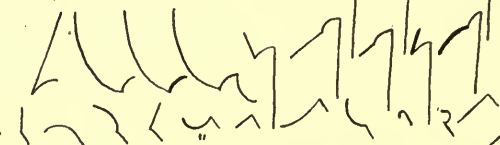



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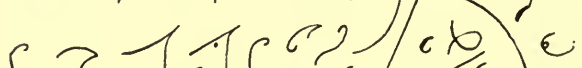


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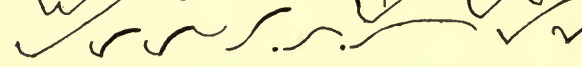




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 u o . b v / x 2 u /
 / . g / z . / ~ 1 . r i (f) u ?
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 / - [x - v o r r x

Handwritten musical notation on a single staff, featuring various notes, rests, and bar lines. The notation is dense and appears to be a single melodic line. The notes are mostly eighth and sixteenth notes, with some longer rests. The bar lines are clearly marked, dividing the music into measures. The handwriting is fluid and characteristic of early 20th-century musical notation.

Handwritten musical notation on a single staff, featuring various notes, rests, and bar lines. The notation is dense and appears to be a single melodic line.

. 1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

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(13) and (14)

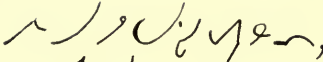


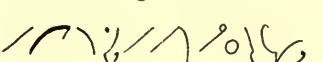
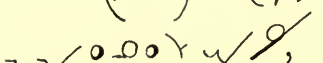

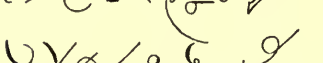

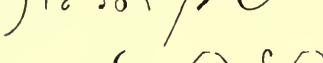


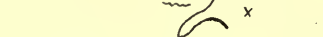


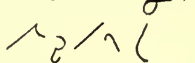
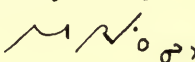
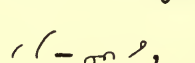
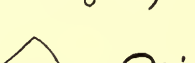
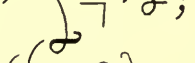

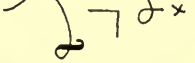
INTRODUCING PHRASING.

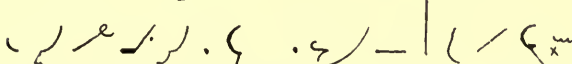
(15) $\frac{1}{2} \left(\frac{1}{2} \sqrt{6} \cdot \frac{1}{2} \sqrt{6} \cdot \frac{1}{2} \sqrt{6} \right)$
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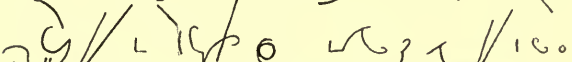
166


Handwritten musical notation on a single staff, featuring various notes, rests, and bar lines.

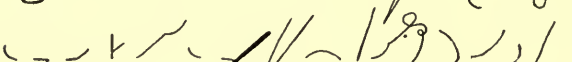
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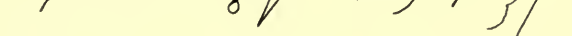
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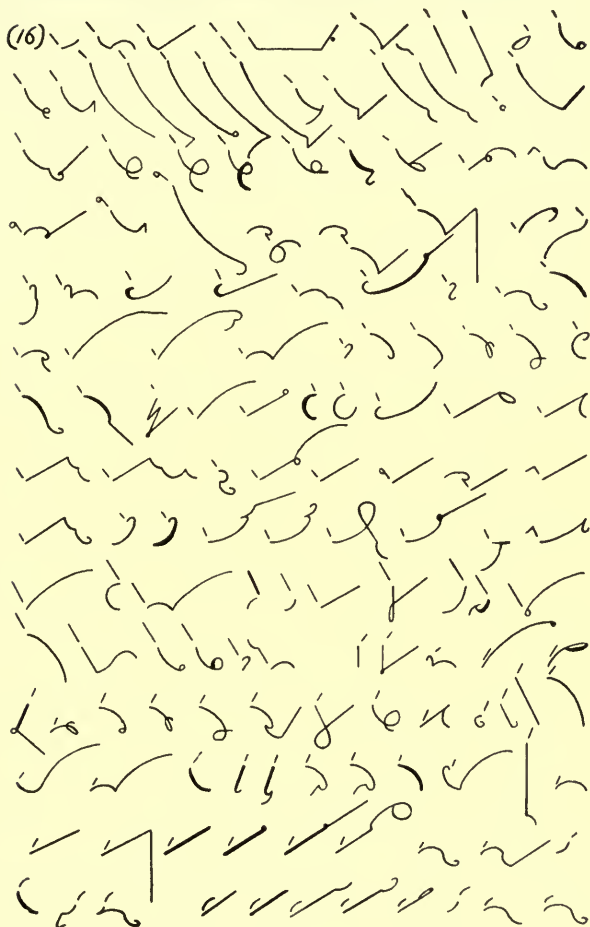


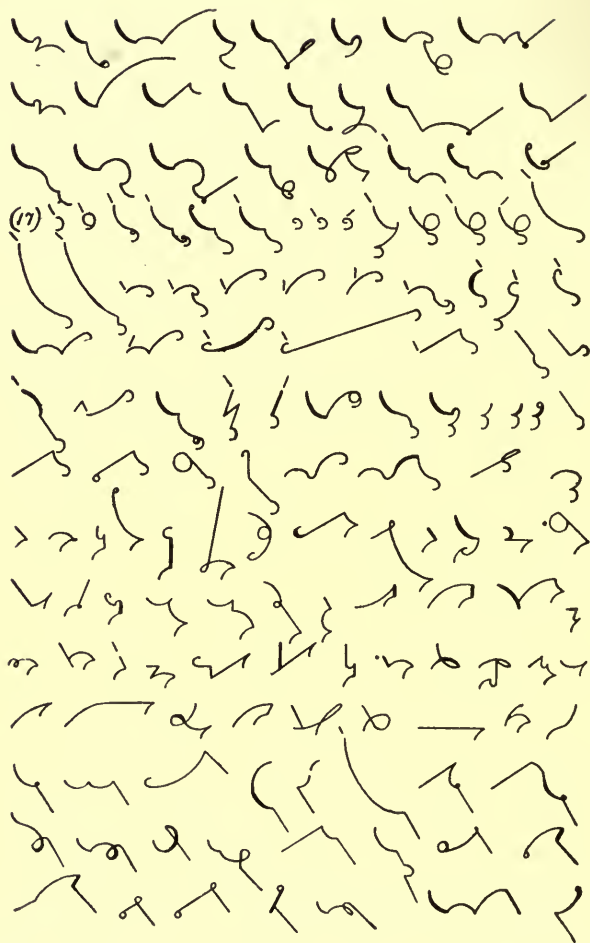






INTRODUCING PREFIXES AND AFFIXES.





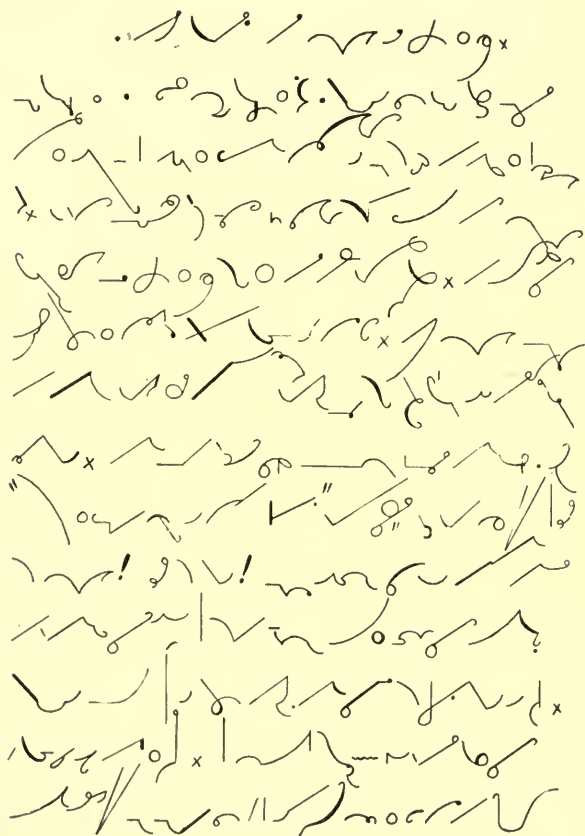
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SUGGESTIVE PHRASES.

A single staff of handwritten musical notation. The notation includes various rhythmic values such as eighth, sixteenth, and thirty-second notes, as well as rests and accidentals (sharps, flats, and naturals). The handwriting is fluid and characteristic of 18th-century musical manuscripts.

(The following story, adapted from the German, contains all the wordsigns, and examples of every principle of the Brief System, so that it is especially valuable for writing practice. It may be written several hundred times with profit.)



Handwritten musical notation on a single staff, featuring various rhythmic values (e.g., eighth, sixteenth, and thirty-second notes), rests, and bar lines. The notation is dense and spans the entire width of the staff.

A single staff of handwritten musical notation. The notation is dense and includes various note values (quarter, eighth, sixteenth notes), rests, and accidentals (sharps, flats, naturals). The handwriting is fluid and somewhat stylized, typical of a composer's sketch. The staff is a single horizontal line with a central clef-like symbol at the beginning. The notes are written in a cursive, connected manner, with some notes having stems and flags. There are also some larger, more complex symbols that might represent chords or specific musical instructions. The overall impression is that of a working draft or a sketch for a musical piece.

Handwritten notes in Arabic script, including dates like 26/95, 22, 60%, 40%, 25/94, 795, 9374279, and 30/94.

12/94

Handwritten musical notation on a single staff. The notation includes various rhythmic values and notes, such as $20/94$, 100 , 60 , 30 , $37\frac{1}{2}$, and 150 . The notes are written in a cursive, handwritten style, with some notes having stems and others being beamed together. The notation is dense and covers the entire staff.

W. S. 1/2 W. S. 1/2

29/7/20

1890

85- 30- 2/24/40

12. 10. 1920

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32/7412568000

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[illegible]

1895-1896

2/2/20

[Handwritten notes and scribbles]

A page of handwritten musical notation on aged, yellowed paper. The notation is written in dark ink and consists of several staves of music. The notes are mostly eighth and sixteenth notes, often beamed together. There are also rests and some longer note values. In the top right corner, the date "3/94" is written. The handwriting is fluid and somewhat cursive, typical of a composer's sketch or a personal manuscript. The paper shows signs of age, including some staining and discoloration.

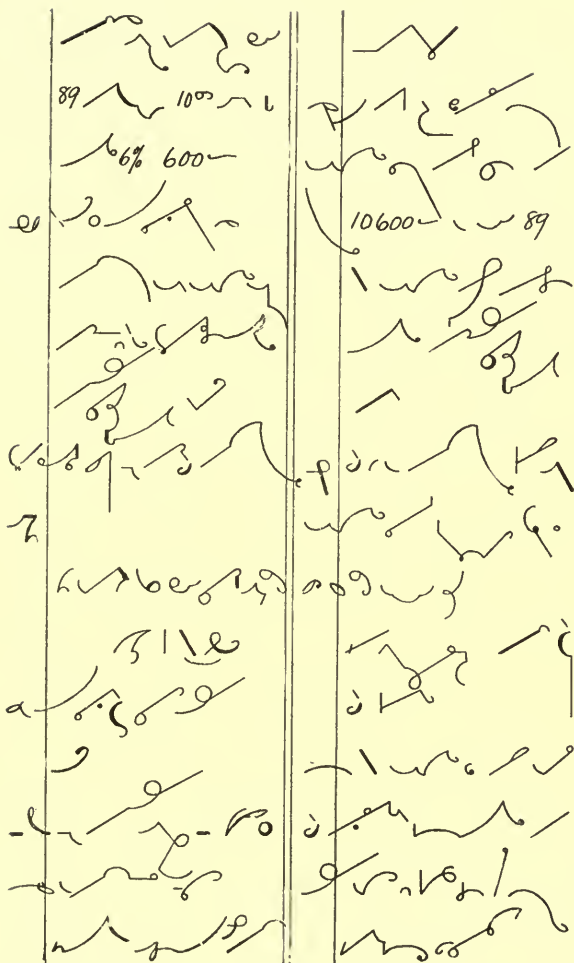
9/94
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 2.2
 1/2

3/95
 3/2
 2.2
 1/2

22/94
 10
 400
 35x48-90

4/95
 740
 20 30
 7

18-24-36-48-60-72-84-96-108-120-132-144-156-168-180-192-204-216-228-240-252-264-276-288-300-312-324-336-348-360-372-384-396-408-420-432-444-456-468-480-492-504-516-528-540-552-564-576-588-600-612-624-636-648-660-672-684-696-708-720-732-744-756-768-780-792-804-816-828-840-852-864-876-888-900-912-924-936-948-960-972-984-996-1008-1020-1032-1044-1056-1068-1080-1092-1104-1116-1128-1140-1152-1164-1176-1188-1200-1212-1224-1236-1248-1260-1272-1284-1296-1308-1320-1332-1344-1356-1368-1380-1392-1404-1416-1428-1440-1452-1464-1476-1488-1500-1512-1524-1536-1548-1560-1572-1584-1596-1608-1620-1632-1644-1656-1668-1680-1692-1704-1716-1728-1740-1752-1764-1776-1788-1800-1812-1824-1836-1848-1860-1872-1884-1896-1908-1920-1932-1944-1956-1968-1980-1992-2004-2016-2028-2040-2052-2064-2076-2088-2100-2112-2124-2136-2148-2160-2172-2184-2196-2208-2220-2232-2244-2256-2268-2280-2292-2304-2316-2328-2340-2352-2364-2376-2388-2400-2412-2424-2436-2448-2460-2472-2484-2496-2508-2520-2532-2544-2556-2568-2580-2592-2604-2616-2628-2640-2652-2664-2676-2688-2700-2712-2724-2736-2748-2760-2772-2784-2796-2808-2820-2832-2844-2856-2868-2880-2892-2904-2916-2928-2940-2952-2964-2976-2988-3000-3012-3024-3036-3048-3060-3072-3084-3096-3108-3120-3132-3144-3156-3168-3180-3192-3204-3216-3228-3240-3252-3264-3276-3288-3300-3312-3324-3336-3348-3360-3372-3384-3396-3408-3420-3432-3444-3456-3468-3480-3492-3504-3516-3528-3540-3552-3564-3576-3588-3600-3612-3624-3636-3648-3660-3672-3684-3696-3708-3720-3732-3744-3756-3768-3780-3792-3804-3816-3828-3840-3852-3864-3876-3888-3900-3912-3924-3936-3948-3960-3972-3984-3996-4008-4020-4032-4044-4056-4068-4080-4092-4104-4116-4128-4140-4152-4164-4176-4188-4200-4212-4224-4236-4248-4260-4272-4284-4296-4308-4320-4332-4344-4356-4368-4380-4392-4404-4416-4428-4440-4452-4464-4476-4488-4500-4512-4524-4536-4548-4560-4572-4584-4596-4608-4620-4632-4644-4656-4668-4680-4692-4704-4716-4728-4740-4752-4764-4776-4788-4800-4812-4824-4836-4848-4860-4872-4884-4896-4908-4920-4932-4944-4956-4968-4980-4992-5004-5016-5028-5040-5052-5064-5076-5088-5100-5112-5124-5136-5148-5160-5172-5184-5196-5208-5220-5232-5244-5256-5268-5280-5292-5304-5316-5328-5340-5352-5364-5376-5388-5400-5412-5424-5436-5448-5460-5472-5484-5496-5508-5520-5532-5544-5556-5568-5580-5592-5604-5616-5628-5640-5652-5664-5676-5688-5700-5712-5724-5736-5748-5760-5772-5784-5796-5808-5820-5832-5844-5856-5868-5880-5892-5904-5916-5928-5940-5952-5964-5976-5988-6000-6012-6024-6036-6048-6060-6072-6084-6096-6108-6120-6132-6144-6156-6168-6180-6192-6204-6216-6228-6240-6252-6264-6276-6288-6300-6312-6324-6336-6348-6360-6372-6384-6396-6408-6420-6432-6444-6456-6468-6480-6492-6504-6516-6528-6540-6552-6564-6576-6588-6600-6612-6624-6636-6648-6660-6672-6684-6696-6708-6720-6732-6744-6756-6768-6780-6792-6804-6816-6828-6840-6852-6864-6876-6888-6900-6912-6924-6936-6948-6960-6972-6984-6996-7008-7020-7032-7044-7056-7068-7080-7092-7104-7116-7128-7140-7152-7164-7176-7188-7200-7212-7224-7236-7248-7260-7272-7284-7296-7308-7320-7332-7344-7356-7368-7380-7392-7404-7416-7428-7440-7452-7464-7476-7488-7500-7512-7524-7536-7548-7560-7572-7584-7596-7608-7620-7632-7644-7656-7668-7680-7692-7704-7716-7728-7740-7752-7764-7776-7788-7800-7812-7824-7836-7848-7860-7872-7884-7896-7908-7920-7932-7944-7956-7968-7980-7992-8004-8016-8028-8040-8052-8064-8076-8088-8100-8112-8124-8136-8148-8160-8172-8184-8196-8208-8220-8232-8244-8256-8268-8280-8292-8304-8316-8328-8340-8352-8364-8376-8388-8400-8412-8424-8436-8448-8460-8472-8484-8496-8508-8520-8532-8544-8556-8568-8580-8592-8604-8616-8628-8640-8652-8664-8676-8688-8700-8712-8724-8736-8748-8760-8772-8784-8796-8808-8820-8832-8844-8856-8868-8880-8892-8904-8916-8928-8940-8952-8964-8976-8988-9000-9012-9024-9036-9048-9060-9072-9084-9096-9108-9120-9132-9144-9156-9168-9180-9192-9204-9216-9228-9240-9252-9264-9276-9288-9300-9312-9324-9336-9348-9360-9372-9384-9396-9408-9420-9432-9444-9456-9468-9480-9492-9504-9516-9528-9540-9552-9564-9576-9588-9600-9612-9624-9636-9648-9660-9672-9684-9696-9708-9720-9732-9744-9756-9768-9780-9792-9804-9816-9828-9840-9852-9864-9876-9888-9900-9912-9924-9936-9948-9960-9972-9984-9996-10008-10020-10032-10044-10056-10068-10080-10092-10104-10116-10128-10140-10152-10164-10176-10188-10200-10212-10224-10236-10248-10260-10272-10284-10296-10308-10320-10332-10344-10356-10368-10380-10392-10404-10416-10428-10440-10452-10464-10476-10488-10500-10512-10524-10536-10548-10560-10572-10584-10596-10608-10620-10632-10644-10656-10668-10680-10692-10704-10716-10728-10740-10752-10764-10776-10788-10800-10812-10824-10836-10848-10860-10872-10884-10896-10908-10920-10932-10944-10956-10968-10980-10992-11004-11016-11028-11040-11052-11064-11076-11088-11100-11112-11124-11136-11148-11160-11172-11184-11196-11208-11220-11232-11244-11256-11268-11280-11292-11304-11316-11328-11340-11352-11364-11376-11388-11400-11412-11424-11436-11448-11460-11472-11484-11496-11508-11520-11532-11544-11556-11568-11580-11592-11604-11616-11628-11640-11652-11664-11676-11688-11700-11712-11724-11736-11748-11760-11772-11784-11796-11808-11820-11832-11844-11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2-21864-21876-21888-21900-21912-21924-21936-21948-21960-21972-21984-21996-22008-22020-22032-22044-22056-22068-22080-22092-22104-22116-22128-22140-22152-22164-22176-22188-22200-22212-22224-22236-22248-22260-22272-22284-22296-22308-22320-22332-22344-22356-22368-22380-22392-22404-22416-22428-22440-22452-22464-22476-22488-22500-22512-22524-22536-22548-22560-22572-22584-22596-22608-22620-22632-22644-22656-22668-22680-22692-22704-22716-22728-22740-22752-22764-22776-22788-22800-22812-22824-22836-22848-22860-22872-22884-22896-22908-22920-22932-22944-22956-22968-22980-22992-23004-23016-23028-23040-23052-23064-23076-23088-23100-23112-23124-23136-23148-23160-23172-23184-23196-23208-23220-23232-23244-23256-23268-23280-23292-23304-23316-23328-23340-23352-23364-23376-23388-23400-23412-23424-23436-23448-23460-23472-23484-23496-23508-23520-23532-23544-23556-23568-23580-23592-23604-23616-23628-23640-23652-23664-23676-23688-23700-23712-23724-23736-23748-23760-23772-23784-23796-23808-23820-23832-23844-23856-23868-23880-23892-23904-23916-23928-23940-23952-23964-23976-23988-24000-24012-24024-24036-24048-24060-24072-24084-24096-24108-24120-24132-24144-24156-24168-24180-24192-24204-24216-24228-24240-24252-24264-24276-24288-24300-24312-24324-24336-24348-24360-24372-24384-24396-24408-24420-24432-24444-24456-24468-24480-24492-24504-24516-24528-24540-24552-24564-24576-24588-24600-24612-24624-24636-24648-24660-24672-24684-24696-24708-24720-24732-24744-24756-24768-24780-24792-24804-24816-24828-24840-24852-24864-24876-24888-24900-24912-24924-24936-24948-24960-24972-24984-24996-25008-25020-25032-25044-25056-25068-25080-25092-25104-25116-25128-25140-25152-25164-25176-25188-25200-25212-25224-25236-25248-25260-25272-25284-25296-25308-25320-25332-25344-25356-25368-25380-25392-25404-25416-25428-25440-25452-25464-25476-25488-25500-25512-25524-25536-25548-25560-25572-25584-25596-25608-25620-25632-25644-25656-25668-25680-25692-25704-25716-25728-25740-25752-25764-25776-25788-25800-25812-25824-25836-25848-25860-25872-25884-25896-25908-25920-25932-25944-25956-25968-25980-25992-26004-26016-26028-26040-26052-26064-26076-26088-26100-26112-26124-26136-26148-26160-26172-26184-26196-26208-26220-26232-26244-26256-26268-26280-26292-26304-26316-26328-26340-26352-26364-26376-26388-26400-2



Handwritten musical notation on a single staff. The notation includes various rhythmic values such as eighth, sixteenth, and thirty-second notes, as well as rests and accidentals (sharps, flats, and naturals). The handwriting is fluid and characteristic of 18th-century musical manuscripts.

Handwritten musical notation on a page with ten staves. The notation is a form of musical shorthand using various symbols like dots, lines, and curves. The page is numbered '10' in the top right corner.

A handwritten musical score on a five-line staff. The notation includes various note values (quarter, eighth, and sixteenth notes), rests, and clefs. The handwriting is fluid and characteristic of 19th-century musical notation. The score is written in a single system, with the notes and rests connected by a continuous line. The staff is a simple five-line structure, and the notation is written in a dark ink.

A page of handwritten musical notation on aged, yellowed paper. The notation is written in dark ink and consists of several staves of music. The notes are mostly eighth and sixteenth notes, often beamed together. There are also rests, some marked with 'x' or 'o'. The handwriting is somewhat cursive and expressive, typical of a composer's sketch or a personal manuscript. The paper shows signs of age, including discoloration and some faint smudges.

KEY TO SHORTHAND MATTER.

Page 25.—Bay. Pay. May. Buy. Pie. My. Beau.
 Po. Mow. Fay. Fie. Foe. Lay. Lie. Low. Aim.
 Ape. Ail. Bale. Pale. Mail. Fail. Foam. Bile. Pile.
 Mile. File. Fife. Abe. Bowl. Pole. Mole. Life.
 Lime. Malay. Babe. Maim. Fame. Lame. Loam.
 Loaf. Mope. Buy a pie. I lie low. I may mow. I may
 pay Fay. My ire. Tay. Tie. Tow. Ray. Rye.
 Row. Rail. Ate. Neigh. Nigh. No. Tare. Rare.
 Care. Bear. Pair. Fair. Tire. Mire. Fire. Lyre.
 Bore. Pour. More. Four. Roar. Tore. Core. Bait.
 Pate. Mate. Fate. Late. Rate. Air. Kate. Nate.
 Bite. Might. Fight. Light. Tight. Right. Ache. Kite.
 Night. Boat. Mote. Wrote. Coat. Note. Tape. Cape.
 Tame. Came. Name. Nail. Bait. Bake. Make. Fake.
 Irate. Lake. Take. Rake. Cake. Bane. Pain. Main.
 Fain. Lane. Rain. Cane. Type. Ripe. Time. Rhyme.
 Rife. Knife. Tile. Rile.

Page 26.—Pike. Like. Pine. Mine. Fine. Line.
 Nine. Robe. Rope. Cope. Rome. Comb. Toll. Roll.
 Coal. Knoll. Pole. Coke. Bone. Moan. Loan. Tone.
 Roan. Cone. Known. Bray. Pray. Fray. Pry. Fry.
 Cry. Fro. Crow. Frame. Frail. Freight. Crate. Prate.
 Prayer. Break. Brain. Crane. Bribe. Prime. Crime.
 Bright. Fright. Brine. Broke. Probe. Prone. Croak.
 Chromo. Play. Plate. Plain. Clay. Claim. Ply.
 Plight. I may make a fire. I may row a boat. Write
 Ray a note. Kate might make a bright light. May might
 row my boat. I like pie. I might pay Fay. May I buy a
 rope? Kate broke my knife. Ray tore my coat. I ate my

cake. Buy a chromo for Nate. Kate ate a pear. Way. Wy. Woe. Day. Die. Dough. Wear. Wait. Wail. Waif. Wake. Wane. Wade. Wife. Wire. Wile. Wight. Wine. Wide. Wore. Woke. Dare. Date. Dale. Dime. Dire. Dyke. Dine. Died. Dome. Dole. Am. At. An. Dab. Dam. Dan. Paid. Made. Fade. Laid. Raid. Bide. Abide. Ride. Ida. Tide. Bode. Abode. Mode. Rode. Code. Add. Ira.

Page 27.—Bad. Pad. Mad. Lad. Tab. Cab. Nab. Map. Lap. Tap. Rap. Cap. Nap. Calf. Bat. Pat. Mat. Fat. Aid. Rat. Tat. Cat. Gnat. Back. Pack. Tack. Rack. Lack. Knack. Ban. Pan. Man. Fan. Ran. Tan. Can. Nan. Lamb. Lamp. Cam. Camp. Damp. Ode. At. Do. To. Doom. Act. Tomb. Room. Moor. Rule. Tool. Loom. Fool. Food. Rude. Mood. Root. Tour. Book. Brook. Roof. Took. Old. Bold. Mold. Door. Wind. Kind. And. Mind. Find. Band. I took a fine nap. I made a fine cake. Ida and Ira wrote a book. I might find a wide board. Ralph paid a dime to Dan. I made a cap to wear. Anna owed Ralph a dime to-day. Frank ran away at night. Ida ran and took a fan to Kate. I took a tour to a brook today. I am to find Nan at noon.

Page 28.—High. Hoe. Hugh. Who. Hay. Hire. Height. Hide. Home. Hope. Hole. Hold. Whom. Hood. Hook. Hoop. Hoot. Hat. Had. Ham. Half. Hack. Hate. Hair. Why. Whey. While. White. They. Thy. That. Though. Both. Ruth. Wrath. Hath. Than. Bath. Lath. Clothe. Human. Hath. Few. Mew. Pew. Pure. Dew. Mew. Cue. Lieu. Tune. Feud. Fume. Mute. Cute. Why do you make Hugh a new hat? Why do they loaf today? Who ate that pear? They know Ira came home today. Do you know who paid Ralph that dime? Do you ride to your home? Whom do they hate? They can frame a photo and a new chromo. Do they find a new rake and hoe? Tie that calf to a hook. Ruth wore a hood today. They

do roll a hoop. Dan wrote a note to Ralph. That white cat ate my cake. Hugh had a whole ham at home.

Page 29.—Gay. Go. Gate. Game. Gain. Gale. Goat. Goal. Gold. Wag. Bag. Rag. Tag. Gag. Lag. Gray. Great. Grape. Gram. Grab. Grow. Grope. Groan. Grew. Group. Groom. Grime. Grain. Age. Page. Rage. Cage. Wage. Jane. Jail. Joe. Joke. Batch. Patch. Match. Latch. Catch. Attach. Huge. Char. Charm. Charge. Watch. Odd. Hod. Hot. Papa. Mamma. Bog. Rod. Rock. Walk. Talk. Bought. Brought. Got. Dog. For. Form. Moth. Pod. Dark. Mark. Park. Dodge. Jaw. John. Jew. Ow. How. Bow. Mow. Row. Cow. Now. Allow. Our. Bower. Power. Tower. Dower. Out. Pout. Rout. Doubt. About. Owl. Howl. Growl. Prowl. Kraut. Joy. Me. Lea. Tea. Key. Knee. We. Lead. Lean. Keen. Read. Weed. Alloy. Near. Tear. Rear. Deed. Dear. Neat. Need. Here. Heed. Week. Wheat. He. Heat. Chain. Wad. Chew. Each. Reach. Teach. Leach. Peach. Preach. Chief. Cheap. Chat. Chap. Nor. Not. Dot. Jot. Caught. Drop. Crop.

Page 30.—Beam. Beef. Beat. Bean. Bead. Beach. Meal. Meat. Peal. Mere. Meek. Mean. Feel. Feet. Fear. Feed. Keep. Keel. Deep. Cheap. Deal. Weal. Wheel. Weep. League. Real. Teem. Appeal. Ream. Bite. Bide. Abide. Mile. Might. Mine. Fight. Fine. Fido. Time. Tile. Type. Tine. Ripe. Dial. We need a key for our door. Read my new book while I go to town. How do you know that they got back? Tie your cow to the barn. You might eat our peach pie now. I hear you talk now. Weigh the tea for me. Lead the dog to the gate. The gray cat caught a fat rat today. Rock the babe while I bake the cake. We rode on a car to Topeka. Why do you weep? We walk to jail. The wheat grew. Harry rode out to the farm.

Page 31.—Say. Same. Sane. Sale. Sage. Saw. So. Sue. Suit. Soup. As. Has. Use. Assume. Shay. Shame. Shape. Shop. Shade. Shale. Shall. Shawl.

Show. Shoe. Shoot. Sure. Assure. See. Seem. Seat. Sear. Seek. Seen. Seed. Sigh. Sight. Sign. Side. Ease. Easy. Peace. Tease. Lease. Cheese. Keys. Freeze. Please. Ice. Wise. Mice. Pies. Rise. Ties. Nice. Whose. Ruse. Goose. Choose. Lose. Spy. Spire. Spite. Spear. Snow. Sneeze. Sleigh. Sly. Slice. Smite. Smile. Small. Stay. Sty. Sat. Sack. Sad. Sake. Safe. Sought. Sorry. Maps. Weeds. Wires. Muse. Amuse. Fuse. Mask. Task. Ask. Scout. Choice. Speak to that boy for me. Do you read our books? Please see who comes now. The white cow eats grass now. What shall we say to Sarah? Jane walks to the new school house near the farm. Harry mowed the weeds. Sue wears new shoes. Here are the keys for our doors. We shall ask Sam to amuse our boys while we go for the sleigh. The sleepy cat sat near the fire. The cat caught a mouse.

Page 32.—Ax. Ox. Box. Wax. Coax. Excite. Exceed. Vie. Veer. Vale. Rave. Brave. Lave. Gave. Save. Shave. Arrive. Vague. Vine. Hive. Rang. Wrong. Sang. Song. Move. Rove. Veal. Vile. Leave. Live. Hang. Pang. Fang. Long. Angry. Pale. Cave. Vain. Value. Vogue. Achieve. View. Vow. Vouch. Void. Avoid. Voice. Veto. Volume. Vice. Voyage. Joe sat near the wide box. Sarah eats a piece of cheese now. They are skating near the dam. Do you grind the ax? We are eating our peaches now. Jane sang a nice song. Ralph weighed out the wrong tea for Mamma. Joe hangs the rake to the hook. Why do you move that house? He took a valise to our house. They took a voyage across the sea. We are angry at those boys. Harry gave Hattie a hive of bees. We had a fine view from the top of the high tower.

Page 33.—Ed. Head. Edge. Egg. Hem. Hen. Her. Met. Men. Red. Let. Led. Said. When. Get. If. It. In. Ill. Mill. Him. Is. His. Bit. Will. With. Run. Rut. But. Shut. Jut. Jug. Cut. Put. Us. Thus. Judge. Church. He is not here at this time, but will re-

turn next week. I wish you would let us watch you print the newspaper. Please shut this door when you pass into the room. Did you fill our jug with oil for the mowing machine? They are quite happy in their new home. Our baby has that map, and will tear it if you let him keep it long enough. We are sure this failure will not affect your business. The new judge heard this case. Fanny went to church.

Pages 34, 35.—THE KIND OLD OAK.—It was almost time for winter to come, and the little birds had all gone far away, for they were afraid of the cold. There was no green grass in the fields, and there were no pretty flowers in the gardens. Cold winter, with its snow and ice, was coming. At the foot of an old oak, some sweet little violets were still in blossom. "Dear old oak," said they, "winter is coming; we are afraid that we shall die of the cold." "Do not be afraid, little ones," said the oak, "close your yellow eyes in sleep, and I will take care that the winter shall do you no harm, for you have made me glad many times with your sweetness." So the violets closed their pretty eyes and went to sleep; they knew they could believe the kind old oak. And the great tree softly dropped red leaf upon red leaf, until they were all covered over. The cold winter came, with its snow and ice, but it could not harm the little violets. Safe under the friendly leaves of the old oak, they slept and dreamed happy dreams until the warm rains of spring came and waked them again.—*From Little Flower Folks.*

Many a man is rich without money. No man can serve two masters. A good name keeps its lustre in the dark. Gold is gold, be where it may. To waste another's goods is robbery.

Page 36.—Wet. With. Will. Would. Bid. But. Met. Give. Live. Big. Dig. Put. Book. Get. Did. Good. Were. Work. Word. Church. This. Busy. Business.

Judge. Edit. Buggy. Head. Hit. Held. Affect. Effect. Learn. Debt. Deaf. Help. Mill. Witch. Which. Led. Cut. Nest. Rest. Test. Does. Dip. Dipper. Rich. Hitch. Pitch. Ring. Ditch. Much. Such. Chest. Suggest. Check. Subject. Object. Village. Labor. Music. Physic. Gossip. Redeem. Release. Rely. Repeat. Will you ride with this boy? Did they expect us to tell you where we were? I wish you would help us to take this buggy to the mill. The Judge was at this church last Sabbath. Hard work is not hard except to those who are afraid of it. The way to do a great deal of work is to keep all the while doing a little.

Page 37.—But. Get. Met. Let. Wet. With. Whet. Put. Did. Apt. Act. Out. Doubt. Rout. Pout. Kraut. Mouth. Tact. Wrapt. Fact. Stay. Sty. Best. Must. List. Stew. State. Stale. Stove. Sift. Shift. Swift. Shaft. Remit. Mast. Past. Last. Fast. Lost. Cost. Used. It. Exit. Bind. Mind. Wind. Rind. Find. Kind. Exalt. Watched. Stain. Sustain. Old. Hold. Soft. Result. Joe watched the boys shoot. Harry did this work well. They suspect that he stole our cow out of the barn. We must get more definite news about this old lady's sister. Let us know at what time you resumed business. We have decided to find this kind of a hatchet for our use. It is the mind which makes the body rich. The best is always the cheapest. We will send you with a new stove to put it up in our fine stone house.

Page 38.—Able. Blow. Blew. Table. Blight. Blind. Bleach. Believe. Bland. Blame. Bill. Build. Fable. Stable. Will. Wilt. Wealth. Weld. Spill. Pill. Play. Plate. Plain. Plight. Apple. Apply. Pelt. Idle. Riddle. Peddle. Liable. Fly. Flight. Flow. Float. Flower. Fell. Felt. Supply. Chill. Chilly. Angel. Tell. Feasible. Glow. Glory. Glass. Glad. Angle. Glean. Gleam. Gloss. Glide. Glove. Guild. Glue. Rule. Stool. Saddle. Dull. Mill. Melt. Cool. School. Tool. Annul. Final. A black chick may come out of a white egg. The

noble deed all tongues may read. Who runs with wolves will learn to howl.

Page 39.—Bray. Break. Brain. Bright. Bride. Fray. Bridle. Brief. Brood. Labor. Brass. Liberal. Library. Fibre. Pray. Pry. Preach. Paper. Express. Chapter. Gray. Grate. Grade. Grace. Grow. Grew. Group. Acre. Cry. Occur. Cripple. Crate. Freight. Fry. Fright. Fraud. After. Matter. Meter. Try. Tree. Trade. Trouble. Trifle. Ear. Hear. Rear. Tear. Seer. Queer. Appear. Spear. Mire. Spire. Dray. Draft. Fodder. Other. Either. Neither. Brother. River. Your. Pure. Cure. Secure. Obscure. Were. Word. Work. Our. Bower. Tower. Flower. Or. Hard. Order. Arduous. I desire to purchase a new dray. Better a lean agreement than a fat lawsuit. Strike while the iron is hot. Pride must have a fall. Use soft words and hard arguments. How delicate is the golden thread of life! Life glides away like a brook. Nature is the glass which reflects God. Our boy cries for a big kite. Charms strike the sight, but merit wins the soul.

Page 40.—The great heat did melt the ice. Did you tell that boy to get the whip or the hoop at the hotel? Must you go with us to the school house? This is the best way to go to the bakery. We walked with Papa to the mill. Will they tell us how they get out of this house? The river flows to the deep, blue sea. I will buy a new glass at his store. Where was he at 5 o'clock? May was at our house today. Is James at the school now? Were they well the other day? Either Mary or Amy will be obliged to go with you to the market. Our gray cat ate a piece of cheese. Why do you take my apple pie? Do they go to the saw mill? We do not know where he is now.

Page 41.—Send out to the store for a bushel of wheat. Is his hotel as near here as it is to the post office? Has he brought her hat to the shop? Is he as old now as Amy was last Tuesday? Did you go to the house for a cup full of water? We expect to be successful with our business.

Please tell us where you will be tomorrow. I wish you would send us a copy of your paper. We had added your name to our list before we received your letter. I must stay at the hotel. We should be there by 5 o'clock. How do they get out to the park from this place? The old liberty bell was rung. A famous library was burned. The odious Stamp Act was repealed. Several large, ripe, luscious, mellow apples were picked. A poor, black, tired fugitive made good his escape. The serfs were freed.

Page 42.—The water is ever smooth where the brook is deep. The cricket and the kettle sang very well together. Why does she not subscribe for all these periodicals? They should be sure to reply to this letter as soon as they receive it. To make other people happy should be our chief delight. Charity suffereth long and is kind. I would suggest that you give this question most thorough study. She should have sent us an immediate reply, if she did not expect to go with us yesterday. What subject does he prefer to discuss? Does Albert ever go to their general offices? Do they look quite like their father? Tell Martha she must get the money to pay for the apples which she bought yesterday. How much more money does this firm request for its services? The great city of Chicago was almost destroyed by fire a few years ago.

Page 43.—We had a very delightful trip to the hills the other day. Please specify what you expect us to do. Will you please send us a basket of fruit? We would submit the whole matter to you to be settled. It is quite necessary that you give us credit for all that we have paid you. They shipped the goods by express today. I wish you would please describe your machine. It is not very difficult to get the amount subscribed. This deed should be executed without delay. I have no knowledge of the affair you speak of. Knowledge is power. Please order a bill of goods for me, to be shipped next Thursday. A mosquito bit me on the ear. After the well goes dry we learn the worth of water. There is nobody so deaf as those who

will not hear. People who live in glass houses should never throw stones.

Page 44.—What do you regard as the most satisfactory part of this work? It is a baby mind which always asks to be amused. He has been selected from among a great number of people to perform this work. New knowledge which we discover for ourselves, always gives us great satisfaction. We have not so much money as we had yesterday. The sober General has sold me a quart of milk. We will be judged by our associates. They have gone to New York, to examine a piece of real estate there. Be sure to examine well the papers, before you close the deal for that factory. The article which he wrote was so short that it did not satisfy the editor. How much more money will it be necessary for us to raise at present, for this purpose? They have just gone to present that matter to the dignified justice of the peace, to be settled. The little girl is too young to go to school.

Page 45.—Life is half gone before we know what it is. Look before you leap, for snakes among sweet flowers do creep. Never praise a ford till you are over. Life that is too short for the happy is too long for the miserable. It is easier to bear what is amiss than to go about to reform it. It is easy to keep a castle that is never assaulted. He that knows little very soon repeats it. A soft answer turneth away wrath, but grievous words stir up anger. The tongue of the wise useth knowledge aright; but the mouth of fools poureth out foolishness. The way to get good is to do good. If the devil had to travel without a mask, he would never be followed. He that is surety for a stranger shall smart for it; and he that hateth suretyship is sure. He is quite discouraged with the present outlook for business. Does he assume this debt?

Page 46.—Weak rule is cruel rule. Our hardest journeys are made before we start. He who comes late stays half at home. Gold is ductile, but it is not possible to make heart strings of it. Anger without words is like a

snake's fangs without his rattles. Reform a crooked stick by praising his straightest part. It ought to be and may be a delightful task to teach the young. It is not all of life to live, nor all of death to die. Shakespeare was fifty-two years old the very day of his death. The lamp of a man's life has three wicks—brain, blood and breath. The idle brain is the devil's workshop. The trouble with most of us is that we are so busy planning the next thing that we have no time to do the present thing well. I shall pursue this subject further.

Page 47.—Bright eyed daisies peeped up everywhere. The oppressed serfs have been liberated. A free people should be educated. Why do people exaggerate so? He who is too old to learn is too old to teach. The precious morning hours should not be wasted. Feudalism did not and could not exist before the tenth century. This apple tastes and smells delicious. Velvet feels smooth and looks rich and glossy. The ear is the never closed gateway of the soul. The moon revolves and keeps the same side toward us. At the time Abraham lived there were already thirty pyramids built. The axis of the earth sticks out visibly through the center of each and every town and city. Plato and Aristotle are called the two head springs of philosophy. They named New York for the Duke of York. The cackling of geese saved Rome. See the mouse.

Page 48.—We should learn to govern ourselves. Prayer is the key of the morning and the bolt of the night. The laws of Nature are the thoughts of God. The petals of the daisy close at night, and during rainy weather. The old miser kept saving and starving. Saint Paul the Apostle was beheaded during the rule of Nero. We shall strive to please you hereafter. To be or not to be, that is the question. Six days shalt thou labor, and do all thy work. Eastern life is dreamy. They offered Caesar a crown. Beauty that knows itself spoils itself for others. The father of thought is leisure; her mother is toil. Those that love truth do not love ease. Work postponed is peace de-

throned. Sorrow becomes heroism when it hides itself through love. Truth is never afraid of thought. He who takes the wrong road must make the journey again.

Page 49.—Ban. Dan. Fan. Can. Man. Nan. Pan. Ran. Tan. Than. Van. Band. Bank. Dance. Fannie. Fancy. Fanatic. France. Frank. Bran. Brand. Rank. Tank. Thank. Vanity. And. Land. Stand. Chance. Chancery. Grand. Grant. Channel. Panel. Flannel. Wrangle. Tangle. Jangle. Angle. Mangle. Gland. Glance. Bland. Plan. Plant. Slant. Balance. Bin. Din. Fin. Chin. Kin. Men. Pen. Sin. Tin. When. Then. Think. Wink. Pink. End. Bend. Mend. Rend. Tend. Attend. Intend. Rent. Bent. Open. Lend. Lent. Relent. Again. Against. Pencil. Dinner. Many. Since. Intense. Went. Happen. Even. Tenant. Enter. Hinder. Envy. Endure. Endorse. Spin. Spinner. Spend. Spindle. Inch. Pinch. Lynch. Finch. Slender. Bench. Wrench. Defend. Amend. Revenge. Mingle. Tingle. Jingle. English. Wrinkle. Tinkle. Sprinkle. Insist. Invite. Shingle. Enlist. Inform. Informal. Point. Intrinsic. Interest. Infest. Infect. Wind. Winter. Enclose. Specimen. Cringe. Fringe.

Page 50.—Time. Rhyme. Lime. Dime. Chyme. Chime. Crime. Prime. Sublime. Bum. Dumb. Gum. Hum. Come. Mum. Numb. Rum. Some. Tom. Bump. Dump. Hump. Jump. Mumps. Thump. Pump. Drum. Grum. Crumb. Sum. Summer. Summit. Handsome. Humble. Fumble. Jumble. Glum. Plumb. Plumber. Plump. Mumble. Tumble. Rumble. Grumble. Crumble. Bun. Done. Fun. Gun. John. Run. None. Pun. Sun. Shun. Ton. Won. Once. Dunce. Bond. Bundle. Funny. Fund. Until. Hunger. Sunday. Under. Untie. Blunder. Blunt. Gunner. Hunt. Hunter. Diamond. Dim. Jim. Limb. Rim. Tim. Limit. Gimlet. Timid. Simmer. Glimmer. Grim. Simple. Dimple. Nimble. Thimble. Symbol. Skim. Slim. Glimpse. Immerse. Poem. Flimsy. Image. Imbibe. Imagine. Imbue.

Imitate. Imbecile. Hem. Emma. Them. Temper. Temple. Ember. Emblem. Empire. Eminent. Embodiment. Emphatic. Immense. Imply. Employ. Resemble. Emerge. Emery. Eminence. Permanent. Descend. Different. Indifferent. Relinquish. Intelligent. Incur. Encourage. Anchor. Hand. Handle. Uncle. Sonnet.

Page 51.—An honest man speaks as he thinks. I will come when I have finished my lesson. A bobolink and a robin sang a sweet duet. I stood on the bridge at midnight. Their history is written on tablets of stone. The wise old owl dozed in an ancient tower, ruined and ivy covered. The prince was clad in a garment of velvet that glistened with gems. The war of the Colonies against England excited sympathy among the people of Europe. Above the mists rose the snowy summits of sharp needles of rock, which seemed to float in the air like a fairy world. Two hundred years have changed the character of a great country. He at once affixed his signature to the document. He is a much handsomer man than his brother John. Tompkins is general manager of a match factory in this city. When does he intend to go to Humboldt to engage a mammoth drum for a Christmas present for his son? Frank and Jennie ran away with an umbrella. Anna went to the window when the wind blew. The melancholy autumn days have come.

Page 52.—Substantial suspension bridges have been built at an immense expense. It is his intention to endeavor to induce that intelligent gentleman to subscribe for his periodical. What funds does your friend intend to invest in this enterprise? This envelope is too diminutive for practical use. This plan is both feasible and practicable. The Santa Fe is one of the greatest railroad systems in the world. He has achieved phenomenal success in his business venture here. Minnie thinks it will be necessary to dispose of our organ. He has just joined a new company which has been organized at this point for the manufacture

of cotton cloth for flour sacks. What is your opinion in regard to this gold pen? Willard says he would not hesitate to endorse these merchants. He does not possess a sufficient amount of money to purchase a farm. The time has been extended, so that this note and mortgage will become due January 1st. Our clerk made a mistake when he mailed our reply to your recent letter, so that it went to another man; we shall see that such an error does not occur again very soon.

Page 53.—Deserve success and you shall command it. The captain's quick eye caught one possible chance for escape. We stood upon the ragged rocks when the long day was almost done. Fierce winds often sweep over the desert and fill the air with sand. A handsome lady with dark eyes stood before an ancient mirror. The swimmer bravely breasted the waves which every moment threatened his destruction. Who hunts two hares at a time leaves one and loses the other. The success of Benjamin Franklin as a public man is attributed to his integrity of character. It is said that Julius Caesar never suffered himself to show anger at all—that he would repeat the entire Roman alphabet before he spoke. The bright flowers of the morning glory climb over the garden walls. A torn jacket is soon mended, but hard words bruise the heart of a child. It is easier to stem the brook than the river. A small leak may sink a large ship. A beautiful bird sat on a lofty bough and sang a most melodious song. Too many cooks spoil the broth.

Page 54.—A schoolmaster had a small dog which became very much attached to a kitten. They were accustomed to associate together before the fire, at times asleep, at other times at play. One day while they were taking a comfortable nap, the kettle boiled over and scalded the dog, who rushed away, howling piteously. He had not gone very far, however, before he thought of his friend. He returned at once, took up the kitten in his mouth, and carried it to a place of safety.

Whene'er a noble deed is wrought,
Whene'er is spoken a noble thought,
Our hearts in glad surprise
To higher levels rise.—*Longfellow.*

About 150 B. C. there was a water clock used in Italy, Greece, and Egypt; the water escaped from a jar and fell into a receptacle beneath, in which floated a small oar, which, by its rising on the water, showed the hours. He at present represents some eastern insurance and loan companies. He intends to recite a poem at the lyceum. Industry pays debts, while despair increases them. When will he come?

Page 55.—What is his name? This fine pane of glass is clean. Jane came from town through the rain. It was plain to be seen that the blue ink had left a stain. Our fine new house will be either frame or stone. They own this plane. The insane man came down the lane from town last June. He found a tame rabbit down near the lane. Do as they do in Spain—when it rains let it rain. Will you be kind enough to ascertain who became the owner of this land? We claim that Eugene is not to blame because he failed to obtain a prize. Think that to-day will never dawn again. The queen of England wears a crown. Will has drawn a map of the world, which is fine. Joseph requested Chester to loan him some money, but the latter was obliged to decline to assist his friend in this manner. This man, whom I have known for a number of years, is an honest and capable man beyond any question. I prefer to remain at home through such a heavy rain.

Page 56.—What does he expect to attain by such behavior? They will resume business after the boom. We presume you will assume this indebtedness. He has amassed an immense fortune. The old historic Charter Oak was blown down August 21, 1856. One-half of all known materials is oxygen. The range of thirty pyramids, even in the time of Abraham, looked down on the plain of Memphis. He expects to resign his position with that

company. Have you seen our new machine? Man is said to be the architect of his own fortune. Can you not loan this poor lone woman a cane? None of us knew the girl in her nun's gown. This boy has not won one single prize this year. Fame is the fragrance of heroic deeds. Windsor Castle is the residence of Queen Victoria. The gain which is made at the expense of reputation should rather be set down as a loss. He that knows not when to keep silence, knows not when to speak. Paris is built on both sides of the river Seine, and has many bridges. Do not detain us now.

Page 57.—We cannot go by way of Canada. They can be there soon. We can tell them to engage an American workman to perform this operation. We can see them for you if you can wait until we cancel these notes. They will both be candidates for the same office. He can't see them. This lot is vacant now. Can they get into some mercantile business soon? Are you doing all that you can do in the way of assisting him with the building which he is erecting at this point? We cannot make good candy, but they are making a very good kind at the other store. We intend using incandescent lights throughout our building. An eminent American gentleman is speaking now. There is danger of his remaining in the water too long and drowning as a result. He was disturbing a meeting. How far that little candle throws its beams; so shines a good deed in a wicked world. One can say to one's friend the things that stand in need of pardon, and at the same time be sure of it. The animal known as the ermine, lives wherever it can find a snug hiding place. He was alone in the store when the awning was blown down. Washington is known as the Father of his Country. Are they eating dinner?

Page 58.—When a man has not a good reason for doing a thing, he has one good reason for letting it alone. However good you may be, you have some faults; however dull you may be, you can find out what some of them are; and however slight they may be, you had better make some—

not too painful, but patient—effort to get quit of them. Ignorance is the curse of God; knowledge the wing wherewith we fly to heaven.

Pekin boasts of having the oldest newspaper in the world. The first number was issued in the year 911, and it has not missed an issue in 700 years. Before printing was invented, the work was done with brushes. It is known as the King Pan, and now issues three editions each day.

When I had gone half a mile my opinion of the character of the pools was unchanged; never were there such good places for trout, but the trout were out of their places.

I dozed and dreamed until the dawn flushed through the waning moonlight.

Roses were blooming in the gardens at the old Spanish house that stood on the bay. We heard the moaning of the wind and the pattering of the rain.

Pages 59, 60.—It is not what people eat, but what they digest, that makes them strong. It is not what they gain, but what they save, that makes them rich. It is not what they read, but what they remember, that makes them learned. It is not what they profess, but what they practice, that makes them good.

DO WHAT YOU CAN.

There was once a farmer who had a large field of corn; he plowed the ground and planted the corn, and harrowed and weeded it with great care, and on his field he depended for the chief support of his family. But after he had worked hard he saw the corn begin to wither and droop for rain, and he began to have fears for his crop. He felt very sad and went over every day to look at his corn, and see if there was any hope of rain.

One day, as he stood looking at the sky, and almost in despair, two little raindrops up in the clouds over his head saw him, and one said to the other, "Look at that farmer; I feel sorry for him; he has taken so much pains with his field of corn, and now it is drying up; I wish I could do him some good."

"Yes," said the other, "but you are nothing but a little raindrop; what can you do? You can't even wet one hill."

"Well," said the first, "to be sure I can't do much; but I can cheer the farmer a little, at any rate, and I am resolved to do my best; I'll try. I'll go to the field to show my good will, if I can do no more; and so here I go."

The first raindrop had no sooner started for the field than the second one said, "Well, if you are going, I believe I will go, too; here I come." And down went the raindrops—one came pat on the farmer's nose, and one fell on a stalk of corn. "Dear me," said the farmer, putting his finger to his nose, "what's that? A raindrop! Where did that come from? I do believe we shall have a shower."

By this time a great many raindrops had come together, to hear what their companions were talking about, and when they saw them going to cheer the farmer and water the corn, one said, "If you are going on such a good errand, I'll go, too," and down he came. "And I," said another, "And I," and so on till a whole shower came; and the corn grew and ripened—all because the first little raindrop *did what it could*.

Page 61.—

Think not that strength lies in the big round word,
Or that the brief and plain must needs be weak;
To whom can this be true who once has heard
The cry for help, the tongue that all men speak,
When want or woe or fear is in the throat,
So that each word gasped out is like a shriek
Pressed from the sore heart, or a strange wild note
Sung by some fay or fiend? There is a strength
Which dies if stretched too far or spun too fine,
Which has more height than breadth, more depth than length.
—*Alexander.*

Down falls the pleasant rain,
To water thirsty flowers;
Then shines the sun again
To cheer this earth of ours.

If it were always rain,
The flowers would be drowned;
If it were always sun,
No flowers would be found.

Any life that is worth living must be a struggle, a swimming not with but against the stream.—*Dean Stanley.*

He who speaks sows; he who keeps silence reaps.

He sins as much who holds the sack as he who puts into it.

More men are drowned in wine and beer than in water.

Do good and thou shalt find no evil.

Page 62.—A TRUE STORY ABOUT A HORSE.—There were two horses, one of them blind, belonging to a country doctor out West, who for eighteen years drove them on his rounds of visiting, generally harnessing them together.

One evening the doctor took out his blind horse alone, driving him until late. On his return he put the horse into a stall next to that of its mate, there being a tight board partition between them from floor to ceiling. Then he threw some ears of corn into the manger and went indoors.

By and by the doctor was startled by curious sounds from the stable, and he took a lantern and went to see what was the matter. As he drew near he heard the two mates calling and answering each other in cheerful tones; and when he looked into the stable, there was the blind horse pushing ears of corn to his friend through a big knot hole in the partition! The two old chums were having a brotherly chat, and enjoying it all the more because they were going halves in something good to eat.

This story of the intelligence of some dumb animals was published in the *St. Nicholas* magazine, for the month of June, 1890.

Page 63.—Command. Commend. Comment. Common. Commonwealth. Comfort. Commit. Committee. Commune. Compare. Compass. Company. Compel. Comply. Complain. Complex. Complete. Compile. Compete. Competent. Incompetent. Comma. Competitor. Compensate. Compose. Composed. Compositor. Compound. Comprise. Compute. Comrade. Recommend. Accommodate. Accompany. Accomplish. Discommode.

Discomfort. Uncomfortable. Concave. Convex. Conceal. Concede. Concern. Concert. Condemn. Concentrate. Concise. Condense. Confer. Condescend. Conclude. Conclusive. Conduct. Consign. Confess. Confine. Confuse. Confound. Consist. Conference. Confirm. Congregate. Connect. Contain. Consider. Constant. Consent. Continue. Contest. Continent. Contingent. Conscience. Contact. Count. Account. Discount. Re-count. Countenance. Council. Counselor. Cognizant. Cognizance. Cognomen. Cognate. Cogwheel. Recognize. Contract. Contrast. Contradict. Contrary. Contrive. Contrite. Contribute. Control. Controversy. Counteract. Counterfeit. Countermand. Counterpane. Counterpart. Countersign. Encountered. Probe. Probate. Proceed. Proclaim. Procure. Program. Produce. Profane. Profuse. Profound. Proficient. Promote. Propose. Protest. Process. Promise. Prompt. Profit. Project. Product. Proper. Progress. Progressive. Prophecy. Prophecy. Proffer. Prospect. Problem. Prod. Port. Portable. Porter. Portray. Portrait. Portico. Prudence. Prudent. Prove. Improper. Improvise. Improvidence. Import. Importer. Important. Importance. Importune. Improve. Imprudent. Imprudence.

Page 64.—Preside. Prepare. Predict. Prevent. Premature. Preserve. Predispose. Predominate. Precede. Preclude. Pretend. Premium. Prepay. Prelude. Pre-meditate. Pre-empt. Pre-eminent. Predestine. Predestinate. Prepossess. Preoccupy. Comprehend. Apprehend. Appreciate. Commission. Commotion. Compassion. Compensation. Apprehension. Comprehension. Session. Concession. Procession. Compilation. Position. Composition. Proposition. Competition. Compulsion. Completion. Condition. Condescension. Connection. Collection. Correction. Condensation. Consideration. Consolation. Conception. Prediction. Production. Concentration. Constellation. Contention. Mention. Mansion. Confirmation. Recognition. Preparation. Congregation.

Progression. Precaution. Pre-emption. Preservation
 Vision. Version. Aversion. Mission. Tension. Attention.
 Omission. Submission. Discussion. Description.
 Tuition. Division. Only. Daily. Easily. Aptly. Soberly.
 Gladly. Falsely. Certainly. Rapidly. Early. Previously.
 Shrewdly. Homely. Manly. Gaily. Sincerely. Cheaply.
 Chiefly. Family. Honestly. Nearly. Queerly. Fre-
 quently. Wisely. Sadly. Immediately. Commonly.
 Widely. Sweetly. Brightly. Busily. Hurriedly. Purely.
 Dubiously. Recently. Justly. Likely. Coolly. Largely.
 Kindly. Minutely. Monthly. Willingly. Exceedingly.
 Longingly. Payment. Judgment. Sentiment. Exper-
 iment. Improvement. Complement. Testament. Tem-
 perament. Enforcement. Endorsement. Instrument.
 Enjoyment. Tenement. Punishment. Ornament. Ac-
 quirement. Requirement. Arrangement. Attainment.
 Agreement. Inducement. Predicament. Ailment.

Page 65.—Colic. Collapse. Collate. Collation. Col-
 lateral. Collect. College. Collegian. Collide. Collision.
 Colony. Colonize. Column. Colloquial. Recollect. Corn.
 Corporal. Corporation. Carpet. Correct. Incorrect.
 Correctly. Correspond. Cord. Corridor. Corrigible. In-
 corrigible. Corrode. Corroborate. Corroboration. Accord.
 Record. Concord. Discord. Discordant. Transfer.
 Transact. Transcribe. Transcript. Transform Trans-
 fuse. Transmit. Transmission. Transmigrate. Trans-
 pose. Transparent. Transaction. Transgress. Trans-
 marine. Transportation. Transubstantiation. Interest.
 Interview. Intercede. Interfere. Interrupt. Intermit.
 Intervene. Intercessor. Interpose. Entertain. Enter-
 prise. Intersect. Interline. Interpret. Interruption. In-
 tricate. Introduce. Understand. Undertake. Undergo.
 Party. Insanity. Affinity. Society. Property. Propriety.
 Impropriety. Capacity. Sincerity. Commodity. Quality.
 County. Quantity. Empty. Profanity. Pretty. Prettily.
 Vicinity. Asperity. Liberality. Equity. Iniquity. Assi-
 duity. Acidity. Severity. Civility. Animosity. Stupidity.

Fidelity. Purity. Cruelty. Credulity. Tranquility. Enormity. Photograph. Phonograph. Autograph. Lithograph. Telegraph. Mimeograph. Photography. Phonography. Orthography. Geography. Motive. Executive. Consecutive. Relative. Sedative. Indicative. Talkative. Legislative. Comparative. Decorative. Forward. Afterward. Rearward. Eastward. Upward. Downward. Outward. Northward. Specialty. Interposition. Interference. Intervention. Transgression. Transcend. Accordeon. Cormorant.

Page 66.—I will be. I will be there. I do. We do not. He has. He has been. He had. I have been. We have been. We are. We are sure. He is. He is not. You are. We are to go. I receive. We receive. We see. You receive. Who was. Where is he? To be. To me. To which. To know. To us. At any. To our. To say. To see. To the. I would say. I will say that. I should say. I would like. I would like to go. I would like you to be. I shall have. As soon as. As soon as he is. As soon as he is able. As soon as we see him. As well as. As long as. As much as. As far as. As good as. As great as. The time. At the time. At that time. At what time. At any time. At present. At the present time. You do. You did not. You know. Which is. Which is to be. Would you. Will you. What is. At the same time. At which time. Of which. What will you say. To be there. To go there. What did you say. For you. From you. To hear. Will he. Let me. Let us. Let us know. He will have time. At what time will he do. Is the. Is that. Is this. Is now. To be sure. So as to be. So that he. So that he is not able. So that he does not. Will you kindly. Will you please. With our. Will he be. Must he go. Must I go. Would I be. Shall I go. For me to be. For me to pay. Any more. Any other. At any other time. Would he be. As early as possible. At such a time. In any other. I am in. I am in receipt. Send

me. Send us. I send you. I send you herewith. According to. In accordance with. In account with. On account of. You would. You will be. You will have to be. Why did you stay? He would have been. I should have been. On hand. He was able. I would say that we have. Which would prove. Just as soon as. Just as well as. And as soon as I can do so. Which is now. So as to be able. And to be. I did not have time. I would have gone. For which. Had been. We had been. By which. Must they be. In your. In your letter. I would have seen them. And will go together. I will be there soon. Will you go there with us. I hand you. I hand you herewith. With the. With the man. And would. And will. And will have to be. Which will necessitate. And for that reason. And from that time. And at that time. And at what time. And when. Let you. Some way. In some way. For some time. Do something with it. Referring to yours. Replying to yours.

Pages 67, 68, 69.—

A TALE PERTAINING TO A DONKEY AND A LOAD OF SALT.

Once upon a time, at a somewhat distant period of history, a merchant had in his possession one of that class of animals who, by reason of certain characteristics, have won for themselves the reputation of being decidedly contrary. In connection with his necessary commercial transactions, he was accustomed, from time to time, to send this diminutive specimen of his kind with a load of salt from his own to a town in close proximity. The introduction of this novel method of carrying on a mercantile pursuit proved quite a success. The little donkey would make the trip entirely alone, returning safely in the evening with a reply from his master's correspondent, and his task accomplished in a most satisfactory manner. Then, with the consciousness of duty well done, he would arrange to enjoy a sleep "full of sweet dreams and quiet breathing" until Aurora ushered in the dawn.

But alas for donkey! Alas for man! One day an incident occurred which threatened to change the countenance of things, and which, but for the transcendent knowledge, or wisdom, of this enterprising merchant, would not improbably have marred the even tenor of their way for both man and beast. I presume you are anxious to hear all about it. But do not be impatient—I am just coming to that part of this interesting narrative.

When winter had gone by, and the sultry days of summer came, the subject of this sketch, all unaware of the impropriety of his conduct, conceived the idea of reclining in a brook by the way, in order to cool off. You will understand, of course, that this was his principal motive. The execution of this design resulted in a short time in dissolving his saline burden, for, as you undoubtedly know, salt has the quality, or property, perhaps I should call it, of dissolving if brought in contact with a liquid. It therefore transpired that when the donkey got up to resume his journey he found his load so very light that he ran along quite gaily, satisfied with himself and everything else. Upon his return, the merchant, who saw immediately just what his donkeyship had been doing, took counsel with himself after this fashion: "I do feel sure that ever after this, so long as the atmospheric conditions are conducive, the donkey will continue to lie down in that brook. That would be of no advantage whatever to my business, for I would lose a great deal of money by it. I do not want to have a controversy with him, neither do I care to inflict on him any unnecessary pain; but I must adopt some method of procedure—contrive some means by which I can counteract this tendency, and point out to him the imprudence of his course. Otherwise he will no longer prove a financial success." Accordingly, on the following day, he had our little friend loaded with sponges, and the gentle little fellow trotted along contentedly with them, not being cognizant of the conspiracy against him. As soon as he reached the brook, he complacently repeated his perform-

ance of yesterday, which had on that occasion been productive of so much satisfaction, but which did not on the present one result in such good fortune. As you have doubtless anticipated, the sponges had received, or absorbed rather, their greatest capacity of water, and he found the process of rising a thing very difficult of accomplishment. Furthermore, it began to look as though it would be an imperative necessity that he remain in the brook. No description of mine, however graphic, can portray to you the donkey's predicament—nothing short of a photograph could possibly do so. Finally, a man, whose appearance on the scene at this time was no intrusion, full of commiseration for the little animal, whom he recognized as an old acquaintance, without waiting for the receipt of a special request, or to examine into the seemingly intricate circumstances, came to his assistance, extricating him from his dilemma and sending him on his way rejoicing. Forward went our little friend, very crestfallen, but full of thankfulness for his timely delivery. Great was the contrast between this return and that of the previous day. Nevermore did he seek refuge from the sun's rays in the cooling waters of the brook, not deeming it prudent to risk a like experience. And the merchant, satisfied with the success of his scheme, which had been even greater than he had imagined, soliloquized thus: "People in general regard the donkey as dumb, but it must be seen that he is sufficiently intelligent to profit by experience. One can never induce a donkey to go a second time upon the ice."

This short story, which to many among you is by no means unfamiliar, goes to prove the truth and importance of an old saying, which is, in effect, that we must not by any means think that that which works satisfactorily in one case, will consequently be productive of equally favorable results in another.

Page 70.— DES MOINES, IOWA, March 26th, 1895.
Mr. Franklin Murphy.

Newark, New Jersey.

DEAR SIR,—

We have your favor of the 22nd inst. We will sell you a stove at our regular catalog list price, provided you are willing to pay 60 per cent. in cash, and for the remaining 40 per cent. we will give you an advertisement. Kindly advise us by early mail what is your decision in regard to our proposition.

Yours truly,

BELOIT, KANSAS, June 25th, 1894.

Mr. L. C. Cooley,

Emporia, Kansas.

MY DEAR SIR,—

Enclosed I hand you your note for \$7.95 duly canceled, together with official receipt for quarterly premium due June 5th, on your policy, No. 374,279.

Very truly yours,

WELLINGTON, KANSAS, September 30th, 1894.

John Johnson, Esq.,

Lawrence, Kansas.

DEAR SIR,—

Please advise me as early as possible what you have done with the various farms which I placed in your hands some time ago for sale or rent. I have not had any report from you for several months, and I desire to know whether the farms are rented. If not, why not? If rented, to whom, and at what prices, and for what length of time?

How is the wheat in your section, and what will probably be the yield?

Your reply by an early mail will greatly oblige

Yours truly,

Page 71.— SALINA, KANSAS, November 12, 1895.

Hon. B. F. Brown,

Oskaloosa, Kansas.

MY DEAR BROWN,—

Your recent favor was received this morning, and I have considered very carefully all you say. I may be obliged to go to Kansas City sometime during the present week, and if so, shall endeavor to stop off between trains and see you. I note your instructions as to the best method of reaching you after arriving at Oskaloosa. Will talk over matters with you then.

Yours respectfully,

PITTSBURG, PA., July 20, 1894.

Rev. C. F. H. Whitney,

Kansas City, Kansas.

DEAR SIR,—

Yours of recent date, addressed to our Cincinnati house, has been referred to us. We can not furnish "Adam's Secret" at fifty cents. This is a \$1.50 book. We should be glad to furnish it to you for ninety cents net, in orders of one dozen copies or more.

We express to you to-day one copy "Pleasant Corner Stories," list price, \$1.00, and net price to you, sixty cents; also some miscellaneous cheap books; regular price, sixty cents; there are thirty different titles; we will make them to you at thirty-seven and one-half cents net, you paying all express charges.

Kindly examine these books, and let us hear from you by return mail; we are sure that we can satisfy you, even if you find nothing among these samples that meets your requirements.

If you decide to order, do so as early as you can.

Yours very respectfully,

Page 72.— ROCHESTER, NEW YORK, Dec. 2, 1894.
Messrs. Shaw & Co.,
Kingman, Kansas.

DEAR SIRS,—

We have your favor of the 29th ult. We presume this letter was delayed on account of the strike.

As per your request we send you herewith catalog of our typewriter, and in a few days will send you some circular advertising matter. We will make you a special price of \$85.00 cash, thirty days, and shall be glad to ship you a machine, by express, on trial, upon your agreeing to pay the express charges, in case you should not keep it. We have no agents in your immediate vicinity, and shall be pleased to make arrangements with you, if you decide to purchase a machine.

In the short time we have been in business, we have been quite successful in disposing of our machines, and we find them to give very good satisfaction. We guarantee every machine sold, for six months from date of sale, and we believe that time will only show the durability of our typewriter.

Hoping to hear from you by return mail, we remain,
Yours very truly,

RINCON, NEW MEXICO, Feb. 9th, 1895.
Geo. E. Dougherty,
Topeka, Kansas.

MY DEAR SIR,—

Replying to your letters of Dec. 11th and Jan. 7th, I am sorry to say that at the present time I am not able to take up the study, but I think I shall be able to take it up before long. I have looked over your system, and find it very simple. As soon as I can get time, I shall try some of the exercises, and send them to you.

Respectfully yours,

Page 73.— JERSEY CITY, N. J., April 9, 1895.

*Frank H. Roberts, Esq.,
Oswego, Nebraska.*

DEAR SIR,—

We are in receipt of yours of the 24th ult., and the writer, who has charge of this department, regrets that absence from the city prevented him from attending to it before. If not too late, please consider this proposition of yours accepted. We enclose herewith specimen of each of our three magazines, and if it is not too late to take advantage of your offer you can arrange the matter to your own liking. Please send us a copy of your book when issued.

Yours sincerely,

SAN FRANCISCO, CALIF., May 3rd, 1894.

*Prof. I. D. Hamilton,
Supt. Public Instruction,
Millersville, Pa.*

MY DEAR SIR,—

Your letter of the 13th inst. is at hand and contents noted. We are pleased to send you copies of our new text books on Grammar, Arithmetic and Geography, and we trust the same will be duly received, and that you will find the works suited to your needs. After you have had opportunity to examine same, kindly let us know your opinion of them and, also the prospects for their adoption in your schools.

Awaiting your further favors, we are

Yours very respectfully,

Page 74.— MILWAUKEE, WISCONSIN, Oct. 9, 1894.

*Mrs. Arthur E. Fink,
Atchison, Kansas.*

MY DEAR MADAM,—

Referring to your note of inquiry of the 3d inst., which has just been handed me by Mr. Brown, I send you herewith a copy of my book, which will

answer all your questions, and do so more at length than would be possible to do in a brief communication.

I thank you for your kind wishes, and must say that I am delighted with my reception here and my new work. I shall write you more fully in a day or two, and hope to hear from you frequently.

With kind regards, I remain

Very sincerely yours,

DETROIT, MICHIGAN, January 3, 1895.

Mr. John A. Sprague,

312 Delaware St.,

Kansas City, Missouri.

DEAR SIR,—

Replying to your letter of the 25th ult., which is just received, would state that we think within a few days we can get our iron foundry trade in definite shape. We are arranging with the holders of the incumbrance to fix a definite period of extension, which will be done as soon as we can reach one of the parties who resides somewhere in the East, and who at last reports, a few days ago, was not to be found. We are expecting very soon, however, to have that matter adjusted, and then we are sure that we can have papers made out, so that you can fix up your mortgage. In the meantime, we trust that you will not be hasty in your action with reference to this case, but that you will be as lenient with us as possible under the circumstances.

Yours truly,

Page 75.— ST. LOUIS, MISSOURI, Sept. 22, 1894.

The Ledger Publishing Company,

Syracuse, Arkansas.

GENTLEMEN,—

Your order for ten tons book stock, "flat in frames," received. The same has been forwarded to the mill with instructions to hurry shipment as much as possible.

In regard to your previous order for four hundred reams of 35 x 48—90, would say that there has been a break in the

machinery, and that accounts for its tardy delivery. Sorry you were inconvenienced, but trust that such a delay will not occur in the future.

Yours very respectfully,

DENVER, COLORADO, March 4, 1895.

Fourth National Bank,

St. Paul, Minnesota.

GENTLEMEN,—

A Mr. H. E. Brewer, who represents himself to be a real estate agent of your city, has called on us recently for the purpose of obtaining a loan of \$8,000, secured on some real estate in your city. Mr. Brewer represents this property, which is located at 740 Arapahoe St., as worth \$20,000 to \$30,000.

Of course we know nothing of this gentleman, but as he names you as reference, we take the liberty of asking what you can tell us about him, and would also like your opinion as to the value of the property in question. How far from the business part of the city is it? An early reply will be appreciated.

Thanking you in advance for whatever information you may be able to give us, we are

Yours very truly,

Pages 76, 77.—SAMPLE OF COURT TESTIMONY.

T. B. Parker, a witness called in behalf of plaintiff, being first duly sworn, testified as follows:

Direct examination by Mr. Mann.

Q. Please state your name and age. *A.* T. B. Parker; 44 years.

Q. Where do you reside, and what is your occupation? *A.* Wichita; real estate agent.

Q. Do you know the parties to this suit, and if so, how long have you known them, respectively? *A.* I have known the plaintiff for ten years and the defendant for about four years.

Q. Look at the paper now shown you and state what it is. *A.* This is a note for \$10,000.00 made by the defendant, John Jenkins, dated January 1st, 1885, due three years—

Mr. Rogers: I object to the witness stating the substance of the paper; the note is the best possible evidence of its contents.

The Court: The witness may describe the paper sufficiently to identify it; the contents can be proven by parol,

Mr. Mann: That is true; I did not ask the witness to give the contents of the written instrument. I now offer this note in evidence as plaintiff's "Exhibit A." I also offer in evidence a mortgage from defendant to plaintiff, of even date with the note, and given to secure the same, as plaintiff's "Exhibit B."

Q. State if you know what amount is due the plaintiff on this note.

Mr. Rogers: State what you know of your own knowledge.

Mr. Mann: Or what you have heard defendant say about the amount due.

A. There was due and unpaid on the first day of January, 1889, the principal sum of \$10,000.00 and one year's interest at six per cent, \$600.00.

Q. What is your means of knowledge as to the amount due? *A.* The defendant, John Jenkins, just before this suit was commenced, stated to me that he had never paid the note or the last year's interest on the same.

Q. State as nearly as you are able when this conversation took place, and where it was. *A.* It was in the early part of January of this year, and in my office.

Cross examination by Mr. Rogers.

Q. Have you any knowledge as to the consideration of this note? *A.* No, sir.

Q. Were you present when the note and mortgage were executed, or did you have anything to do with that transaction? *A.* I was not present and I had nothing whatever to do with the matter.

Q. Do you mean to be understood as saying that the defendant, Jenkins, admitted that he owed the plaintiff \$10,600.00 in January, 1889? *A.* Mr. Jenkins told me that he had not paid this note or the last year's interest thereon.

Q. What other conversation, if any, took place between you and Mr. Jenkins at the time he made this statement, as you say, in your office in January last? *A.* I can't remember all that we said; there was considerable conversation between us.

Q. Did Mr. Jenkins say to you in that conversation that the reason he did not pay the note in question was because he had a good defense? *A.* I think he did say something of that kind.

Page 78.—The metal for the Vendome Column was obtained by melting twelve hundred cannon which had been captured from the Russians and Austrians. The sun's rays penetrate the filth, but remain pure; so the honest man may live amid corruption and be uncorrupted. "If a man empties his purse into his head, no one can take it away from him," says Franklin; "an investment in knowledge always pays the best interest." A tart temper never mellows with age, and a sharp tongue is the only edged tool that grows keener with constant use.—*Irving.*

I do not know what I may appear to the world, but to myself I seem to have been only like a boy playing on the seashore, and diverting myself in now and then finding a smoother pebble or prettier shell than ordinary, while the great ocean of truth lay all undiscovered before me.—*Sir Isaac Newton.*

What is twice read is commonly better remembered than what is transcribed.—*Johnson.*

No one with books e'er needs to be alone;
More powerful than the monarch on his throne,
He has in stately tomes at his command
The wise and great of every age and land.
How empty learning and how vain is art,
But as it mends the life and guides the heart.

What can be done at any time is never done.
He conquers twice who conquers himself.
Music hath charms to soothe the savage breast.

Pages 79-81.—THE GREATNESS OF NAPOLEON.—There are different orders of greatness. Among these, the first rank is unquestionably due to *moral* greatness, or magnanimity; to that sublime energy by which the soul, smitten with the love of virtue, binds itself indissolubly, for life and for death, to truth and duty; espouses as its own the interests of human nature; scorns all meanness and defies all peril; hears in its own conscience a voice louder than threatenings and thunders; withstands all the powers of the universe which would sever it from the cause of freedom and religion; reposes an unfaltering trust in God in the darkest hour; and is ever "ready to be offered up" on the altar of its country or of mankind.

Next to moral comes *intellectual* greatness, or genius in the highest sense of that word; and by this we mean that sublime capacity of thought through which the soul, smitten with the love of the true and the beautiful, essays to comprehend the universe, soars into the heavens, penetrates the earth, penetrates itself, questions the past, anticipates the future, traces out the general and all-comprehending laws of nature, binds together by innumerable affinities and relations all the objects of its knowledge, rises from the finite and transient to the infinite and everlasting; frames to itself, from its own fulness, lovelier and sublimer forms than it beholds; discerns the harmonies between the world within and the world without us; and finds in every region of the universe types and interpreters of its own deep mysteries and glorious inspirations. This is the greatness which belongs to philosophers and to the master-spirits in poetry and the fine arts.

Next comes the greatness of *action*; and by this we mean the sublime power of conceiving bold and extensive plans, of constructing and bringing to bear on a mighty

object a complicated machinery of means, energies and arrangements, and of accomplishing great outward effects.

To this head belongs the greatness of Bonaparte; and that he possessed it we need not prove, and none will be hardy enough to deny. A man who raised himself from obscurity to a throne; who changed the face of the world; who made himself felt through powerful and civilized nations; who sent the terror of his name across seas and oceans; whose will was pronounced and feared as destiny; whose donatives were crowns; whose ante-chamber was thronged by submissive princes; who broke down the awful barrier of the Alps, and made them a highway; and whose fame was spread beyond the boundaries of civilization to the steppes of the Cossack and the deserts of the Arab—a man who has left this record of himself in history has taken out of our hands the question whether he shall be called great. All must concede to him a sublime power of action—an energy equal to great effects.—*W. E. Channing.*

For the carpenter's hand there is the saw, and for the smith's hand, the hammer; for the farmer's hand, the plow; for the miner's hand, the spade; for the sailor's hand, the oar; for the painter's hand, the brush; for the sculptor's hand, the chisel; for the poet's hand, the pen. For each of us there is some instrument we may learn to handle: for us all there is the command, "Whatsoever thy hand findeth to do, do it with thy might."—*Wilson.*

Read not to contradict and confute, nor to believe and take for granted, nor to find talk and discourse, but to weigh and consider. To be real is better than to be royal.

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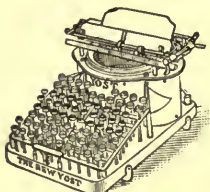
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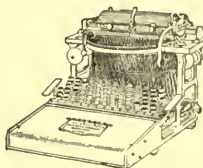
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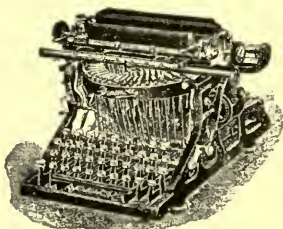
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